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CONSTITUTION
RULES AND
REGULATIONS
UNITED
SPANISH WAR
VETERANS
1920

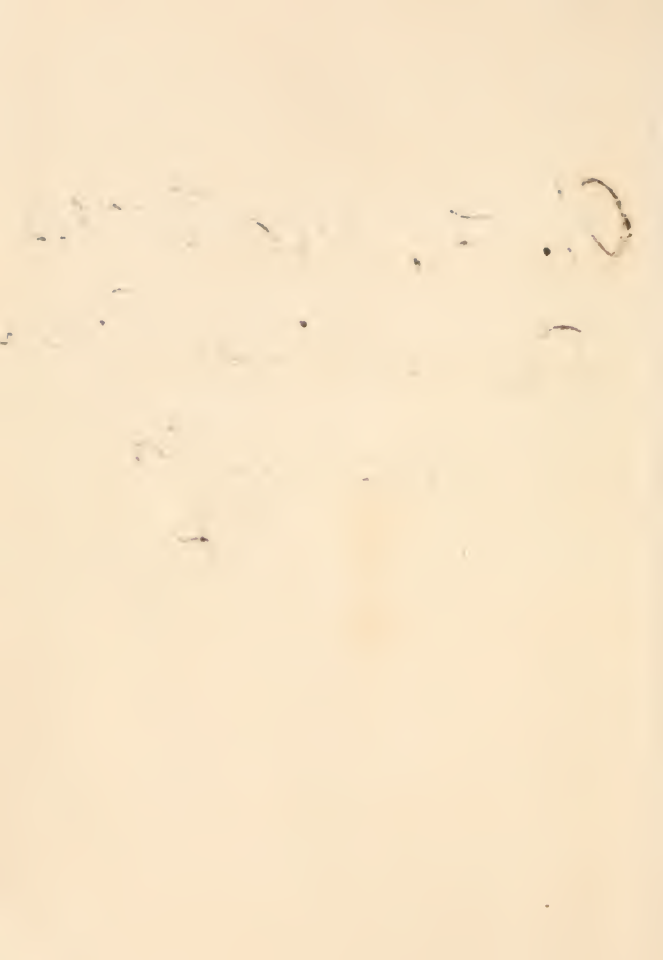


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Constitution
and
Rules and Regulations
of the
United Spanish War Veterans



1920

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United Spanish War Veterans

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FEBRUARY 28, 1920

GENERAL ORDERS

No. 5,

Series 1919-20

1. The revision of the Rules and Regulations, United Spanish War Veterans, prepared by a special committee consisting of Past Department Commander Henry H. Saunders of Connecticut, which was adopted and ordered printed by enactment of the Nineteenth National Encampment, in stated convention assembled at Cleveland, Ohio, September 24-26, 1917, is published in the following edition together with the Constitution of the organization, as provided by authority of said National Encampment, and is promulgated for the government of the United Spanish War Veterans, superseding all regulations and orders heretofore issued.

By order of

Official:

WILLIAM JONES,

Commander-in-Chief.

Samuel Rigney

Adjutant General.

CONSTITUTION

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PREAMBLE

On April 21, 1898, the United States of America began war with the Kingdom of Spain, which war was conceived and prosecuted in a sublime spirit of unselfishness and sacrifice, to the end that a people, suffering under misrule and struggling against tyranny, might be a nation free and independent. The Spanish-American War culminated in glorious victories on land and sea, and the incidental insurrection in the Philippines and the China Relief Expedition emphasized the unselfishness of our aims and added prestige to our arms. All contributed to create an inspiring chapter in our country's martial history, emblematic of sacrifice and devotion to the principles of liberty, equal rights and justice to all mankind, and one which must ever act as a stimulus to patriotic endeavor in the years to come.

The completeness of the work accomplished by our arms, the high purposes that were the compelling forces, and our rise to a great sea power enhanced the prestige of our country and elevated it to a high place in the family of great nations. Our flag is known and respected in every land and on every sea; a broad spirit of humanity pervades every part of our Republic; sectional lines are obliterated, and

our people are welded together as one great nation, under one flag, and permeated with a renewed spirit of national pride.

The war is over and its campaigns have been printed in the pages of history. To perpetuate the memories there engendered in those who participated on the firing line, in fever camps, and on floating craft; to honor the memories of the comrades who have answered the last roll call; to preach the spirit of patriotism; to gain honorable recognition for those who served faithfully and well; to aid weak and unfortunate comrades, their families and their dependents; to carry the same spirit of sacrifice and service exercised in time of war into the less spectacular walks of daily life; to battle unceasingly for the right in civic affairs; to prepare for any service which we can render to our country in a time of need; and, finally, to constantly exert an influence to the end that our government at all times shall provide an adequate national defense—all this calls for an organization, national in character and scope, the members of which shall be solemnly pledged to promote the principles of Freedom, Patriotism and Humanity.

The desire for such an organization manifested itself during the muster-out of the volunteer forces in 1898, and resulted in the forma-

tion of several associations, which were successful and served a high purpose. The great benefit to be derived from a union of these associations was soon recognized and, in 1904, the United Spanish War Veterans was organized by the amalgamation of the National Army and Navy Spanish War Veterans, the National Association Spanish-American War Veterans, and the Service Men of the Spanish War, and soon afterwards the Society of the Hispano-American War was admitted. Within a few years the united organization was greatly strengthened by the addition of the Legion of Spanish War Veterans, and the Society of the Veteran Army of the Philippines.

To bring about a more complete realization and an orderly evolution of the ideals of this organization; to bind the comrades of the United Spanish War Veterans more closely together in support of the lofty principles and purposes of the organization; and, to define and safeguard its fundamental laws, the following Constitution is ordained and established.

Article I.

NAME.

This organization, a military and naval Order, shall be known and designated as the UNITED SPANISH WAR VETERANS.

Article II.

OBJECTS AND PROHIBITIONS.

Section 1. Objects. The objects for which this Order is organized are as follows:

First. To unite in fraternal bonds, through a national organization with state, local and other sub-divisions, those men who served in the military or naval establishments of the United States of America at any time during the war with Spain, and at any time during the campaigns incidental to and growing out of that war.

Second. To honor the memory and preserve from neglect and oblivion the graves of the dead.

Third. To assist former comrades and ship-mates, their widows, orphans, and dependent relatives, such as need help, encouragement, and protection.

Fourth. To perpetuate the memories of the war with Spain and the campaigns in the Philippine Islands and in China, and to collect and preserve the records of service of the individual members of the Order.

Fifth. To promote the best interest of those who participated in the war with Spain and the campaigns in the Philippine Islands and in China.

Sixth. To inculcate the principles of universal liberty, equal rights and justice to all mankind, of loyalty to our country, reverence for its institutions, obedience to its laws, and respect for its magistrates, to encourage honor and purity in public affairs, and to discountenance whatever tends to weaken these sentiments among our people.

Seventh. To encourage and promote the maintenance of an adequate military and naval establishment in our country, and an efficient military and naval force in the several states, with a proper system for organizing a volunteer army in time of war.

Eighth. To educate our people to a sense of the necessity for making provision for national defense, and to the importance of educating and training the youth of our land, so that they may be able efficiently to serve their country and defend the flag in time of war.

Ninth. To so develop the Order that it may be a valuable aid to the army and navy, and the government during any future war.

Section 2. Partisan Politics Prohibited.
While requiring of every member of the Order that he shall perform his full duty as a citizen, agreeably to his own conscience and the best of his understanding, the UNITED SPANISH WAR VETERANS shall be absolutely non-partisan, and

shall not be used for the dissemination of partisan principles, nor for the promotion of the candidacy of any person seeking public office or preferment; and no discussion to the furtherance of either of those ends shall be permitted at any convention or meeting.

Section 3. Sectarian Discussions Prohibited. The religious belief of all sects and denominations shall be equally respected in this Order, and no discussion or remarks advocating or attacking the creed, doctrines, or form of worship peculiar to any body of believers, shall be permitted at any convention or meeting.

Article III.

MEMBERSHIP.

Section 1. Classes of Membership. This Order shall consist of active members termed "comrades," limited strictly to the class of persons defined in section 2 of this article; and, in addition thereto, there shall be an honorary membership, to be limited strictly to the class of persons defined in section 3 of this article.

Section 2. Eligibility to Active Membership. Officers, soldiers and sailors, of the Army, Navy, or Marine Corps of the United States of America, including acting assistant surgeons, contract doctors, dentists, and veterinary sur-

geons, all officers and enlisted men in the United States Revenue Cutter Service on vessels temporarily under the control of the War or Navy Departments, all commissioned medical officers of the United States Marine Hospital Service, all officers and enlisted men in the Philippine Scouts and other organizations of native troops maintained by the War Department in the Philippine Islands, and all Paymasters' clerks actually on duty in the field or aboard ship, who served at any time during the war between the United States of America and the Kingdom of Spain, or at any time during the war for the suppression of the insurrection in the Philippine Islands prior to July 4, 1902, and who either have been honorably discharged from the service or still continue in the same, shall be eligible to active membership in the UNITED SPANISH WAR VETERANS; provided, however, that no person shall be admitted to active membership who, upon investigation, is found to be of bad moral character or of low repute in the community in which he resides, or who, having been honorably discharged from the service of the United States, has re-entered the same and has subsequently received a discharge which is not honorable.

Section 3. Eligibility to Honorary Membership. Any American soldier, sailor or

marine of honorable record who served in any war of the United States of America, prior to April 21, 1898, including alike those who served during the Civil War in the Union or Confederate Armies, and any person of either sex who, within the periods of time mentioned in section 2 of this article, performed distinguished or faithful service for the United States, or actively engaged in efforts for the relief of disabled and suffering soldiers, sailors and marines, or who, to a conspicuous extent, became interested in promoting the moral welfare and physical comfort of men on duty in camp, in the field, or aboard ship, or who tendered their services to the government and were placed on waiting orders, or who have performed or may perform distinguished service beneficial to the organization, shall be eligible to honorary membership in any Camp of the UNITED SPANISH WAR VETERANS; provided, however, that such person is not eligible to active membership nor debarred from active membership by the proviso in section 2 of this article; provided, further, that the approval of the Department Commander and Commander-in-Chief must be obtained before electing to honorary membership in a Camp any person possessing the foregoing qualifications, except veteran soldiers, sailors and marines; and pro-

vided, still further, that the required approval of a proposition for honorary membership shall be withheld unless the eligibility of the candidate shall be clearly established by the resolution from the Camp submitting said proposition, and unless the responsible officials are convinced, from their own knowledge, or by investigation, that the candidate is worthy in all respects of the honor sought to be conferred.

Section 4. Rights of Honorary Membership. The rights of honorary membership shall be restricted to the privilege of sitting in the meetings of the Camp by which it is conferred, without taking any part in the business thereof; provided, however, that by unanimous consent honorary members of any Camp may sit in the meetings of a Camp.

Article IV.

ORGANIZATION.

Section 1. Enrollment. The comrades of this Order shall be enrolled and hold membership in local subdivisions thereof, each to be styled a "Camp." No comrade shall be a member of two Camps at the same time.

Section 2. Subordinate Subdivisions. For the better administration of the affairs of the

Order, and to promote its interests, Camps may be grouped in state or territorial subdivisions, each to be styled a "Department" or a "Provisional Division," and into municipal and vicinity subdivisions, as prescribed in the Rules and Regulations of the Order.

Section 3. Government of Subdivisions. All Camps, Departments, and other subdivisions, shall be subordinate to the supreme governing powers of the National organization, and shall be governed as prescribed by authority of the National Encampment. No comrade shall be eligible to office in a subordinate subdivision who is not in good standing.

Section 4. Prime Allegiance. While every comrade owes allegiance to his Camp and to the Department or other subdivision of which it may be a part, his prime allegiance is to the Order.

Article V.

GOVERNMENT.

The government of the Order shall be vested in the National organization, consisting of a supreme legislative body, with judicial powers as hereinafter provided, to be designated the "National Encampment," and a National executive to be designated the "Commander-

in-Chief," with subordinate National officers, committees and other agencies designated and authorized by this Constitution.

Article VI.

THE NATIONAL ENCAMPMENT.

Section 1. Legislative Powers. The National Encampment shall exercise supreme legislative authority and power over the UNITED SPANISH WAR VETERANS, limited only by the provisions of this Constitution, and by the terms and provisions of all the agreements of amalgamation heretofore entered into by the various associations now composing this Order.

Section 2. Judicial Powers. The National Encampment shall exercise the judicial powers prescribed for it in article XI of this Constitution, and is the court of final resort of the Order, but the National Encampment shall delegate its powers as such court of final resort, under the limitations hereinafter prescribed in this section, to a Committee on Appeals and Grievances, to be appointed by the Commander-in-Chief with the approval of a majority of the National Council of Administration, a majority of said Committee to be members of the legal profession. Such Committee on Appeals and Grievances shall report to the Na-

tional Encampment, for the information of that body, its action on all matters submitted to it, but no question or matter passed upon by said Committee shall be considered or discussed by a convention of the National Encampment except by and upon a two-thirds vote of all members present and voting, and no decision of said Committee shall be rejected or reversed except by and upon a two-thirds vote of such members present and voting.

Section 3. Composition. The National Encampment shall consist of members as follows:

First. The National officers for the time being, both elective and appointive, except Aides-de-Camp on the staff of the Commander-in-Chief.

Second. All Past Commanders-in-Chief who are in good standing in their respective Camps.

Third. All Department Commanders, and all Past Department Commanders who are in good standing in their respective Camps.

Fourth. All Provisional Division Commanders, and all Senior Vice Department Commanders and Junior Vice Department Commanders for the time being who are in good standing in their respective Camps.

Fifth. Delegates, or their alternates, from each duly constituted Department, not under suspension, in the ratio of four Delegates-at-

Large from each Department to be represented. Each delegate and alternate must be a member in good standing of a Camp in good standing of the Department.

Sixth. Delegates, or their alternates, from each duly constituted Camp in good standing, whether within the jurisdiction of a Department or unattached, in the ratio prescribed in the Rules and Regulations of the Order. Each delegate and alternate must be a member in good standing in his Camp.

Section 4. Alternates. The right of representation by alternates, and the rights of alternates, shall be as prescribed by authority of the National Encampment.

Section 5. Conventions. An annual stated convention of the National Encampment shall be held, and special conventions may be called, at such time and in such manner as may be prescribed by authority of the National Encampment.

Section 6. Quorum. At all conventions of the National Encampment any number of members shall constitute a quorum, provided that representatives of not less than ten different Departments are present and sitting.

Section 7. Legislation. a. The supreme legislative authority of the National Encamp-

ment shall be expressed in formal enactments adopted at its conventions, which shall constitute the permanent or temporary laws of the Order.

b. Enactments establishing laws of a permanent character shall constitute and be published as the Rules and Regulations of the Order; provided, however, that enactments establishing ritualistic and ceremonial forms and instructions shall be published in a Ritual and a Book of Ceremonies, and that enactments establishing forms and procedure shall be published as may be directed from time to time by authority of the National Encampment.

c. Enactments other than those establishing permanent laws for the government of the Order shall be classed as special enactments and shall be published as directed by authority of the National Encampment.

d. The wishes, sentiments and opinions of the National Encampment in matters not requiring legislative action shall be expressed in formal resolutions which in each case shall be published as directed. All recommendations contained in resolutions adopted by the National Encampment shall be fulfilled.

e. Proposed enactments involving amendments of or additions to the Rules and Regu-

lations, the Ritual, the Book of Ceremonies, and Forms and Procedure, shall require for adoption, a two-thirds vote of all members present and voting at a stated or special convention of the National Encampment; other proposed enactments and resolutions shall require for adoption a majority vote of all members present and voting. Any enactment adopted by the National Encampment shall in addition require the approval of the incoming Commander-in-Chief. Should he fail to approve or disapprove within thirty days after the adjournment of the National Encampment, an enactment shall be operative without his approval. Should the incoming Commander-in-Chief disapprove any enactment adopted, he shall submit such disapproval with his reasons therefor to the National Council of Administration, and if the National Council of Administration concurs by a majority vote, such enactment shall be suspended until the next stated convention of the National Encampment and notice of such suspension shall be published at once in General Orders. If the next stated convention of the National Encampment shall again adopt such enactment by a majority vote of all members present and voting it shall be declared adopted and operative without the approval of the Commander-in-Chief.

f. The Rules and Regulations of the Order shall not be suspended by the National Encampment in convention assembled, except for a definite purpose, and then only by a two-thirds vote of all members present and voting; nor shall any section of the Rules and Regulations be suspended, unless by unanimous consent, that gives any right to a minority as small as one-third.

Section 8. Judge of its Own Membership. The National Encampment is the judge of its own membership subject to the restrictions of this Constitution.

Section 9. Taxation. The National Encampment is empowered to establish such a system of taxation as may be necessary and desirable.

Section 10. Definition of Good Standing of a Camp. A Camp whose charter has not been revoked, nor suspended, and which is not "delinquent," is in "good standing." A Camp is "delinquent" when it is indebted to the National organization, or to the Department to which it is attached, in any sum whatever or for any report required by the Rules and Regulations for over thirty days from the time when such amount or report was due.

Section 11. Definition of a Comrade in Good Standing. A comrade is in "good standing" when he is not deprived of any of his rights by sentence of a Court Martial, is not under suspension, and is not "delinquent." A comrade is "delinquent" when he is in arrears for dues for over three months, or for fines for over thirty days.

Section 12. Other Definitions, etc. All definitions, of powers, prerogatives and functions and all other matters not specifically set forth in this Constitution shall be as prescribed by authority of the National Encampment.

Article VII.

POWERS OF THE COMMANDER-IN-CHIEF.

Section 1. Executive Power. As the Chief Executive of the United Spanish War Veterans the Commander-in-Chief shall be possessed of full power to enforce the provisions of this Constitution and the will of the National Encampment pursuant thereto.

Section 2. Suspension, Disbandment, etc. He shall have the power to suspend any Department or Camp, or disband the same and revoke the charter thereof for violation of any

of the provisions of this Constitution or of the Rules and Regulations, or of any other enactment of the National Encampment, or for any neglect or refusal to obey his lawful orders, and to discontinue any Provisional Division at his discretion.

Section 3. Dispensation. He shall have the power, upon application in writing, in the intervals between conventions of the National Encampment, to grant dispensation in specific cases for suspension of the methods of procedure established for the government of the Order, provided the same is not inconsistent with the provisions of this Constitution; and provided, further, that each special dispensation so granted shall be reported to the National Encampment for its approval or disapproval.

Article VIII.

OFFICERS.

Section 1. National Officers. Besides the Commander-in-Chief, the National Officers shall consist of a Senior Vice Commander-in-Chief and a Junior Vice Commander-in-Chief, all three of whom to be elected by a National Encampment at the stated convention thereof, to serve for a term of one year and until the qualifica-

tion of their successors elected by the succeeding National Encampment, and such other officers as may be prescribed by authority of the National Encampment. A comrade who is not in good standing shall not be eligible to a National office.

Section 2. Succession to Commander-in-Chief. Should the office of Commander-in-Chief become vacant, the Senior Vice Commander-in-Chief shall succeed to the same for the balance of the unexpired term, and he shall be succeeded in his office by the Junior Vice Commander-in-Chief for the balance of the unexpired term.

Section 3. Other Officers. The method of electing and of appointing officers and of filling vacancies, except as provided in this article, shall be as prescribed in the Rules and Regulations of the Order.

Article IX.

NATIONAL COUNCIL OF ADMINISTRATION.

A National Council of Administration shall be constituted in such manner, and with such powers, consistent with this Constitution, as shall be prescribed by the National Encampment.

Article X.

TRIAL BY COURT-MARTIAL.

Section 1. Essential Features. No penalty for a violation of the Code of Discipline of the Order shall be inflicted until the comrade accused has had a fair and impartial trial by court-martial upon written charges and specifications and a majority of the court are for conviction.

Section 2. Liability as to Commander-in-Chief. The Commander-in-Chief shall not be liable to trial by court-martial during his tenure of office, but at the end of his term, or after resignation or removal upon impeachment, he may be tried for offenses committed while in office or prior thereto.

Article XI.

IMPEACHMENT.

The Commander-in-Chief alone shall be liable to impeachment for malfeasance in office or for misconduct of a nature likely to bring the organization into disrepute, whether or not the acts complained of are specially prohibited by the Code of Discipline. The National Encampment shall try all impeachments sitting as a court, and the method of procedure and the conviction and sentence in the case of an im-

peachment trial, shall be as prescribed in the Rules and Regulations of the Order.

Article XII.

AMENDMENTS.

Section 1. Authority. This Constitution may be altered, amended, or added to by a two-thirds vote of all members present and voting at *two consecutive stated conventions of the National Encampment*.

Section 2. Proposition. A proposition to alter or amend the Constitution in any manner may be submitted by any Department Encampment or by any ten members of the National Encampment.

Section 3. Publication of Proposition, etc. The original proposition may be discussed, altered or amended at either of the stated conventions having consideration thereof. The originally proposed amendment, with any suggested alteration, shall be published and submitted for the information of every Camp of the Order at least six months before the convening of the second stated convention of the National Encampment to which such proposition is to be submitted. The action of the second convention of the National Encampment having consideration of the proposition shall be final.

SPECIAL COMMITTEE ON REVISION OF RULES AND REGULATIONS 1910

Appointed in General Orders No. 7, Series 1909, pursuant to vote of the Fifth National Encampment.

Past Commander-in-Chief Willis W. Stover of the Department of Massachusetts.

Adjutant General Henry H. Saunders of the Department of Connecticut.

Inspector General Louis Epple of the Department of Massachusetts.

National Aide-de-Camp Oscar T. Taylor of the Department of Pennsylvania.

Department Judge Advocate W. Martin Watson of the Department of New York.

Members ex officio

Commander-in-Chief Charles W. Newton

Commander-in-Chief Edward J. Gihon.

Note: Comrade Watson did not serve and upon retiring as Commander-in-Chief, Comrade Newton was substituted for him on the committee, after which Commander-in-Chief Gihon became member *ex-officio*.

SPECIAL COMMITTEE ON REVISION OF RULES AND REGULATIONS 1920

Past Department Commander, Henry H. Saunders of the Department of Connecticut.

Members ex officio

Commander-in-Chief Daniel V. Chisholm.

Commander-in-Chief William Jones.

Note: Special Committee appointed in 1916 by Comrad Chisholm, then Commander-in-Chief. Publication in charge of said special committee, under the direction of Commander-in-Chief Jones.

RULES and REGULATIONS

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Part One

GENERAL PROVISIONS

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Article I.

CONSTITUTIONAL BASIS.

These Rules and Regulations of the UNITED STATES SPANISH WAR VETERANS. are based on the Constitution which contains the fundamental laws of the organization and authority for enactment by the National Encampment of the laws herein set forth.

Article II.

SUBORDINATE SUBDIVISIONS.

Section 1. Organization. a. In accordance with section 2, article IV of the Constitution, the Camps of the organization may or shall, under conditions hereinafter prescribed, be grouped in municipal or vicinity subdivisions, each to be styled a "Council," and also in state or territorial subdivisions, each to be styled a "Department;" Camps located in territory not under the jurisdiction of a Department may also, under certain conditions hereinafter prescribed, be temporarily grouped in state or territorial subdivisions, each to be styled a "Provisional Division."

b. Camps not under the jurisdiction of a Department may for convenience be referred to as "unattached" Camps. Camps composed of members, all of whom belong to some one

regiment or other unit of the United States Army, or to some one ship of the United States Navy, may for convenience be referred to as "traveling" Camps, and the location of a traveling Camp shall be the place where such regiment or unit, or where such ship, is stationed, and shall change from time to time as the station of such unit or ship is changed.

Section 2. Limitations. a. All Camps organized into a Council shall be subordinate thereto, but independent of all other Councils, except that Camps in a Municipal Council may also be in a Vicinity Council.

b. All Camps located in territory within the jurisdiction of a Department, except traveling Camps not attached thereto, shall be directly subordinate to such Department, but independent of all other Departments and Provisional Divisions.

c. All Camps within the jurisdiction of a Provisional Division shall be directly subordinate to the National organization through officers appointed by the Commander-in-Chief, but independent of all Departments and other Provisional Divisions. All other unattached Camps shall be directly subordinate to the National organization.

d. All Councils within the jurisdiction of a

Department or Provisional Division shall be directly subordinate to the superior subdivision to which the Camps thereof are subordinate under the provisions of subsections **b** and **c** of this section, and each shall be independent of all other Councils.

e. In accordance with section 3, article IV of the Constitution, all subordinate subdivisions shall be subject to the governing powers of the National organization.

Article III.

NATIONAL HEADQUARTERS.

Section 3. Location. The office of the chief executive of the UNITED SPANISH WAR VETERANS shall be styled "National Headquarters" and shall be located at the place of residence of the Commander-in-Chief, or as otherwise designated by him in orders; provided, however, that such National Headquarters shall be located at a place within the domestic territory of the United States, and not in a foreign country or in the foreign possessions of the United States, even though the Commander-in-Chief may reside in such foreign parts.

Article IV.

GOVERNMENT OF UNATTACHED
CAMPS.

Section 4. Definition. The governing powers of the National organization shall stand toward all unattached Camps in the relation of the governing powers of a Department; and the National officers shall perform all the duties with respect to unattached Camps as are prescribed for the corresponding officers of a Department with respect to Camps within its jurisdiction.

Article V.

GENERAL DUTIES OF OFFICERS.

Section 5. Scope. In addition to the duties prescribed by the Constitution and these Rules and Regulations, all officers and past officers shall perform such other duties as may be required of them by the Ritual and the Book of Ceremonies.

Article VI.

BONDING.

Section 6. Invariable Rule. Each accountable officer of the organization shall be bonded, with an indemnity company as surety, in a

sum at least double the amount of funds and value of property for which, so far as can be anticipated, he may be accountable. The fee for the bond shall be paid from the funds of the National organization, Department, Council, or Camp, as the case may be, to which each officer is accountable.

Article VII.

OBSERVANCES.

Section 7. Memorial Day. The thirtieth day of May in each year shall be observed by this organization as Memorial Day, in the manner prescribed by established custom among veterans. Whenever the thirtieth day of May falls upon Sunday the thirty-first day of May shall be so observed.

Section 8. Other Days to be Observed. The Camps shall observe Flag Day, and an Annual Muster Day on the 21st day of April in each year; provided, however, that whenever a camp, owing to local conditions, is unable to observe Annual Muster Day on April 21st, said day shall be observed on the nearest convenient date. Departments and Camps may provide in their by-laws, or otherwise, for the observance of anniversaries of events connected with the War with Spain, and its incidental campaigns.

Part Two

CAMPS

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Article I.

FORMATION.

Section 9. Application for Charter. A Camp may be formed by the authority of the Commander-in-Chief, on the written application of not less than ten persons, all of whom are comrades, or are eligible to become comrades, in the UNITED SPANISH WAR VETERANS; and no Camp shall be recognized unless it exists by virtue of, and is acting under, the authority of a dispensation or a legal and unforfeited charter. If a new Camp is to be located within the territorial jurisdiction of a Department, the application for charter shall be forwarded to the Commander-in-Chief, through Department Headquarters of such Department, and shall be either approved or disapproved by the Department Commander, who shall, in case he disapproves the same, indorse thereon a full statement of the reasons for his disapproval. In all cases when necessary, the application for charter shall be accompanied by evidence in writing that the same has been approved as required by section 17 hereof.

Section 10. Commission for First Meeting. Upon approving an application for charter, the Commander-in-Chief shall issue a commission addressed to one of the signers of the applica-

tion, directing him to call a meeting of the applicants and such other persons as are eligible to become comrades and are desirous of becoming charter members of the proposed Camp, giving them not less than four days' notice of the time and place of such first meeting. The object of such first meeting shall be to complete and perfect the organization of the Camp. The commission shall be in such form as shall be prescribed by authority of the National Encampment, and shall embody the following features: an order for the first meeting; complete instructions as to the steps to be taken in organizing the Camp; a blank form of report of the proceedings of the meeting; and such additional provisions as may appear to be helpful in furthering the objects desired, either in furnishing full information to the organizers, or in causing a complete return of their doings to come to the hand of the Commander-in-Chief.

Section II. Proceedings at First Meeting.

The meeting shall be called to order by the applicant to whom the commission is addressed, who shall read the commission, and thereupon the meeting shall choose a chairman, who shall immediately take charge of the meeting, and business shall then be taken up as follows:—

First. Choice of a clerk.

Second. Choice of a treasurer.

Third. Fixing of the fee for admission to charter members, which shall not be less in amount than as prescribed in section 103 hereof.

A recess shall then be declared, and the treasurer shall collect the admission fee as fixed. Upon calling the meeting to order after the recess, the chairman shall direct any persons present who have failed to pay said fee to retire from the meeting, and no person shall be entitled or permitted to take part in the subsequent proceedings until he has deposited his fee with the treasurer. The meeting shall then proceed to transact the following business:—

First. The selection of a name for the Camp.

Second. The adoption of a code of by-laws for the regulation of its local and internal affairs.

Third. The election of officers.

Fourth. The appointment of a committee to make arrangements for the institution of the Camp.

Fifth. Action on any pertinent subjects.

Sixth. Adjournment.

Adjournment shall be subject to the call of the chairman. The chairman, clerk, and treas-

urer chosen at the first meeting shall be the temporary officers of the Camp, and shall continue to act until the installation of the permanent officers.

Section 12. Institution. The commission, with the proceedings of the meeting certified thereon by the temporary officers, shall be returned to National Headquarters, through Department Headquarters if the Camp is to be within the jurisdiction of a Department, together with a list of the applicants who have paid the fee for charter membership, a copy of the by-laws, and a charter fee of ten dollars, of which sum five dollars shall be retained by Department Headquarters if the Camp is to be within the jurisdiction of the Department. If, upon examination, any errors or omissions are discovered, the commission and records shall be returned to the chairman, and he shall reconvene the meeting for the purpose of correcting the errors or supplying such omissions, after which the proceedings shall again be forwarded to National Headquarters. If found to be correct, the Commander-in-Chief shall direct the Department Commander to have the Camp instituted at a time mutually agreed upon by the Department Commander and the Camp. At the time agreed upon, the Department Commander, either in person or

by an officer detailed by him for that purpose, shall institute the Camp, administer the obligation to the applicants, and install the officers elected and appointed.

In case the Camp is not located in territory within the jurisdiction of a Department, the Commander-in-Chief shall detail an officer to institute the Camp. A Camp, with the consent of the Commander-in-Chief, may keep its charter list open for a period not exceeding sixty days from the date of institution during which period of time it shall act under a dispensation granted by the Commander-in-Chief.

Section 13. Name and Number. Camps shall be designated by a name, to be selected at the first meeting, and a number, to be assigned by the Commander-in-Chief; but no more than one Camp in the same Department shall adopt the same name, and no Camp shall be named after a living person, except it be for one who, during the Spanish War, Philippine Insurrection, or China campaign, rendered conspicuous service in the Army, Navy, or Marine Corps, or was distinguished as a citizen for acts of benevolence in behalf of those in the service; provided that in all cases the name adopted by a new Camp shall be approved by the Commander-in-Chief; and provided, further, that the numbers assigned to

Camps shall be consecutive in the order of the granting of their charters in their respective Departments.

Section 14. Reorganization of Disbanded Camps. A Camp which has been disbanded may be reorganized by the authority of the Commander-in-Chief with its original number, and may adopt its original name, provided that this has not been appropriated, on the written application of not less than ten of its former members. The proceedings for reorganization shall be as prescribed for the formation of a new Camp, and a new charter shall be issued bearing the names of any new applicants as well as those of the former members making application therefor.

Section 15. Change of Location. A Camp may change its location from one municipality to another by a two-thirds vote of the members present at a regular meeting, or at a special meeting called for the purpose, provided that at least thirty days' notice of such proposed action has been given to all its members; and provided that such change of location be approved by the Department Commander and by the Commander-in-Chief; or, if such Camp be unattached, that such change of location be approved by the Commander-in-Chief.

Section 16. Consolidation. When two or more Camps desire to consolidate, written or printed notice of such proposed action shall be given to all members in good standing in each of such Camps at least two weeks prior to the date of the meeting at which such proposition is to be considered. If such proposition shall be then adopted in each Camp by a vote of two-thirds of the members in good standing present and voting at such meeting, the vote being recorded by ayes and noes, the result shall be duly certified by each Camp to the Department Commander, who shall indorse his approval or disapproval thereon and forward the same to the Commander-in-Chief; or if all the Camps concerned be unattached, then to the Commander-in-Chief direct. If the Commander-in-Chief approves, he shall authorize such consolidation, and he shall issue, without charge, a new charter, reciting the facts of such consolidation, and bearing the names of all members in good standing in such Camps. The new Camp shall bear the number and shall rank from the date of the charter of the senior Camp, but a new name or the name of any of the former Camps may be taken when approved by a majority vote of the members present and voting at the first meeting of the consolidated Camp, provided that the provisions of section 13 hereof shall apply where a

new name is taken. At such first meeting the officers of the new Camp shall be chosen, and shall forthwith enter upon their new duties. The property of the Camps consolidated shall be conveyed to and become the property of the new Camp. All Past Commanders of each Camp consolidated in the new Camp shall be entitled to rank as of date of service in their respective Camps.

Section 17. Limitation of Camps in Small Municipalities. No new Camp shall be formed in, or chartered Camp transferred to, a municipality of less than ten thousand inhabitants without the approval of a Camp already located therein and in good standing, as expressed by a majority vote of its members at any regular or special meeting; and there shall not be more than two Camps in existence at the same time in any such municipality.

Article II.

OUTPOSTS.

Section 18. Formation and Government.

a. With the approval of the Department Commander or, in case of an unattached Camp with the approval of the Commander-in-Chief, a detachment of members of the organization not to exceed ten comrades, to be termed an

"Outpost," may be organized by a Camp in a locality proximate to its home station and attached thereto.

b. An Outpost shall be in charge of an officer of a Camp, detailed by the Commander, or of a member of the Outpost detailed by the Commander for that purpose, who shall be designated "Sergeant in Command of Outpost."

c. An officer in charge of an Outpost shall render to the Commander of the Camp a monthly report of the meetings thereof and report on other matters of interest in connection therewith.

d. The Commander of a Camp to which an Outpost may be attached shall note on the semi-annual report of the Camp the location of the Outpost and the number of its members, and shall report to the Department Commander such facts concerning the Outpost as may be necessary to inform him of the work which is being done in connection therewith.

Article III.

DELINQUENCY OF CAMPS: PENALTIES AND REINSTATEMENT.

Section 19. Proceedings on Delinquency.
Where a Camp shall become delinquent, as de-

fined in section 10, article VI of the Constitution, for non-payment of taxes or failure to render reports due, action shall be taken as follows:

First. In case of the delinquency of a Camp of a Department the Department Commander shall thereupon make a demand upon the Camp for the rendering of the report or the payment of the amount due and shall allow said Camp ten days in which to transmit such report or to remit the amount due, or present an excuse for not so doing. Should a Camp make such representations as to convince the Department Commander that the delinquency is unavoidable, he may allow further time, not exceeding three months, for the Camp to render the report or make the payment in arrears. If the Department Commander shall not allow further time, he shall so notify the Camp; and if, at the end of the time allowed, or at the end of ten days after the giving of notice that further time will not be allowed, the Camp remains delinquent, the Department Commander shall recommend to the Commander-in-Chief the suspension of said Camp, which Camp shall forthwith be suspended by the Commander-in-Chief, such suspension to continue until the rendering of the report or the payment of the amount in arrears.

Second. In case of the delinquency of an

unattached Camp, the Commander-in-Chief shall take action as provided for a Department Commander in clause *First* of this section and failing to secure from the Camp the amount due or reports in arrears, shall forthwith suspend the Camp, said suspension to continue until the rendering of the report or the payment of the amount in arrears.

Section 20. Privileges Lost by Delinquent Camps. a. While delinquent, whether such Camp shall be suspended or not, such Camp shall not be entitled to representation in a convention of the National Encampment or of the Department Encampment of the Department, if any, in which Camp is located, nor to have its officers installed, nor permitted to participate in any public meeting or parade under the auspices of the organization.

b. Unless excused by the Commander-in-Chief, a delinquent Camp must pay all arrearages at least thirty days before a convention of the National Encampment to be entitled to representation therein, and unless excused by the Department Commander of the Department in which it is located, it must pay all arrearages at least thirty days before a convention of the Department Encampment to be entitled to representation therein.

c. Nothing in this section shall operate to

deprive a Past Commander-in-Chief, a Department Officer, a Past Department Commander, or a Past Commander in good standing, who belongs to a Camp that has become delinquent, of his rights and privileges in the National Encampment or in the Department Encampment of the Department, if any, in which his Camp is located.

Section 21. Suspended Camps: When to be Disbanded. Whenever a Camp shall remain in suspension for the period of one year under the provisions of this article, the Commander-in-Chief shall disband such Camp; provided, however, that an extension of time may be granted upon the request of the Department Commander of the Department, if any, in which the Camp is located.

Article IV.

ADMISSION TO MEMBERSHIP.

Section 22. Charter Members. a. The officer instituting a new Camp shall make careful inquiry into the eligibility to become members of the Camp of the persons whose names appear upon the application for charter. He shall be furnished by the clerk of the Camp with the prescribed application for membership blanks filled out by the applicants, respec-

tively, one for each person, setting forth all the facts required by the provisions of section 23 hereof. He shall verify the statements made, by personal inspection of discharge papers, by making inquiry of reliable persons, or by any other available means which shall satisfy him as to their truth and accuracy, and he shall also see that all the required information is given in detail. This duty shall be performed at or before the meeting called for the institution of the Camp, but must be completed before the institution is proceeded with. He shall indorse his findings upon each application for membership, and only those applicants whom he certifies to be eligible to membership in the Camp shall be mustered in.

b. Upon taking the obligation and subscribing to the laws of the National organization and the by-laws of the Camp, applicants for a charter shall become active members: provided that any applicant duly certified by the officer instituting the Camp who does not appear for muster-in at the formal institution of the Camp may be obligated by the Commander at any meeting of the Camp held within sixty days after the date of institution, and shall then, upon subscribing to the laws of the National organization and the by-laws of the Camp, become an active and charter member thereof; but any applicant who shall not be

mustered in, either by the officer instituting the Camp or by the Commander as above provided, within the period of time specified, shall forfeit his right to membership and his fee for the same, and can thereafter be admitted only after the making of a new application for membership and by election thereto by the Camp in the manner prescribed for recruits.

Section 23. Application for Membership.

Except as provided in section 22 hereof, every application for admission to membership shall be in writing and upon the prescribed application for membership blank, which shall be filled out so as to give all the information therein required.

Section 24. Recommendation and Presentation. The application for membership shall in each instance bear the recommendation, in writing indorsed thereon, of a member of the Camp to which it is addressed. Such member must be in good standing, and shall vouch for the applicant's eligibility and good character. Such application for membership shall be presented and read at a regular or special meeting of the Camp, and shall then be referred, without debate, to an investigating committee of three, of which committee the comrade recommending the applicant shall not be a member, for investigation and report.

Section 25. Action of Investigating Committee. a. The committee provided for in section 24 hereof shall make a thorough investigation as to the correctness of the facts set forth in the application for membership, with special reference to the statements made as to the military or naval service of the applicant, and shall also inquire into his general character and reputation.

b. The report of the investigating committee, embodying their findings as to the correctness of the statements made by the applicant, and their recommendation as to whether he should be admitted to membership or rejected, shall be indorsed on the application for membership and signed by all the members of the investigating committee, if possible; but the Camp may, by vote, accept a majority report. In the case of one member of the investigating committee dissenting from the report of the majority, he shall indorse a separate report upon the application for membership immediately following the majority report.

c. In any case where an investigating committee recommends the rejection of an applicant, the report shall set forth in detail the reasons for such recommendation.

d. The investigating committee shall make its report at the next meeting following

its appointment, unless further time is granted by vote of the Camp.

e. If the applicant is well known to the members of the Camp and is properly vouched for by a comrade who served with him, and the comrade so vouching is a member of the Camp to which the application for membership is addressed, the investigating committee may make its report at the meeting at which it is appointed, and the Camp may then vote to muster in the applicant, provided the membership committee reports favorably.

Section 26. Withdrawal of Application. An application for membership favorably reported upon by the investigating committee may be withdrawn before it is put to a ballot, at the request of the applicant or of the comrade recommending him, and with the consent of the Camp as expressed by a majority vote; but all applications for membership upon which the investigating committee recommends rejection shall be put to a ballot.

• **Section 27. Ballot on Application.** a. After the reading of the report of the investigating committee an opportunity shall be given to the members of the Camp present to speak on the question of accepting or rejecting the applicant, and the Camp shall then proceed to

vote on the application for membership, with paper slips or ball ballots, in such manner that each member may vote secretly.

b. If, on a count of the ballots deposited, it shall appear that not more than ten ballots have been cast, and that two or more are for rejection, the applicant shall be declared rejected; but if more than ten ballots are cast, then an additional unfavorable ballot for every additional ten or major fraction thereof shall be necessary to reject the application. If a less number of negative ballots than hereinbefore provided are cast, or if all are in the affirmative, the applicant shall be declared elected, and no reconsideration of a favorable ballot shall be had after the Commander has announced the result thereof; but whenever the ballot results in the rejection of the applicant, a second ballot shall immediately be taken, the result of which shall be final.

Section 28. Rejection. When an applicant has been rejected, his application fee shall be returned to him and he shall not be eligible to make application for membership in any Camp until the expiration of six months thereafter.

Section 29. Notice of Election. An applicant who has been elected to membership shall be termed a "recruit." Each recruit shall be

notified by the Adjutant to present himself for muster-in at the next meeting of the Camp, or if he can be notified in season, he may be mustered in at the same meeting at which he is elected to membership.

Section 30. Effect of Failure to Appear for Muster-in. A recruit who fails to appear for muster-in within three months from the date of his election to membership shall forfeit his right to be mustered in, together with whatever fee he has paid, and if he subsequently desires to be admitted to membership he shall be required to make a new application therefor, which shall take the same course as did his original application for membership.

Section 31. Application Fee to be Paid before Muster-in. No recruit shall be mustered in until he has paid the required application fee in full.

Section 32. Muster-in. a. A recruit shall be mustered in according to the forms and ceremonies prescribed in the Ritual. He shall then subscribe to the laws of the National organization and the by-laws of the Camp, in a book to be used for that purpose. A muster-in oath or obligation, to be taken or subscribed by each recruit, shall form part of any initiation ceremony adopted for the use of Camps, and a re-

recruit who takes upon himself such obligation, or subscribes thereto in the manner hereinafter provided, shall be deemed to have been properly mustered in although the full form of initiation ceremony may not have been used.

b. When a recruit is unable to attend a meeting of his Camp for the purpose of muster-in, he may be mustered in by the Commander, the Senior Vice Commander or the Junior Vice Commander, at any convenient time and place, the dispensation of the Department Commander or of the Commander-in-Chief having been first obtained. In like manner dispensation may be granted for the muster-in of a recruit by a Camp located in his vicinity, when, by reason of distance, he cannot attend his own Camp; or if in foreign parts, or beyond the reach of any Camp, by subscribing to a copy of the obligation and returning the same to his Camp.

Section 33. Readmission after Honorable Discharge. a. An honorably discharged former member may be readmitted to active membership by making application for membership in any Camp in the same manner as prescribed for an original applicant, submitting with his application for membership the certificate of discharge given him under section 51 hereof; and his application for member-

ship shall take the same course as is prescribed in the case of an original application for membership.

b. If elected to membership, he shall subscribe to the laws of the National organization and the by-laws of the Camp, but shall not be again mustered in; and his election to membership and subscription to the laws of the National organization and the by-laws of the Camp shall fully reinstate him to membership in the organization and restore him to any past rank held by him at the time of his honorable discharge, as well as constitute him an active member of the Camp which has elected him to membership.

Section 34. Life Membership. Nothing herein shall be construed to prevent a Camp from adopting a by-law providing for life membership in the Camp, the fee for which, in lieu of annual dues, shall be as prescribed in section 103 hereof.

Section 35. Admission to Honorary Membership. a. Admission to honorary membership in a Camp shall be by a two-thirds vote of the members present and voting at a stated or special meeting, the approval of the Department Commander and of the Commander-in-Chief having been first obtained, except

where a proposition is made in favor of a veteran soldier, sailor or marine eligible to honorary membership. Notice of such meeting and proposed action shall be given at least seven days before the date thereof.

b. A proposition for honorary membership shall be in the form of a resolution, setting forth the name of the person on whom it is desired to confer this distinction, and reciting the circumstances which are relied upon to establish his eligibility to honorary membership. Such resolution, signed by not less than five members of the Camp, shall be presented at a regular meeting of the Camp, and referred without debate to a future meeting.

c. A person having been elected to honorary membership shall be notified of his election by the Adjutant and requested to signify in writing his acceptance of the compliment.

d. At the first meeting held subsequent to the receipt of said written acceptance from the honorary member-elect, the communication signifying his acceptance shall be read, and the Commander shall declare him to be an honorary member of the Camp; and no person shall be deemed to be an honorary member of any Camp until his or her acceptance in writing has been read and placed in the files of the Camp.

e. No fees or assessments shall ever be levied on or collected from an honorary member, and no comrade shall solicit pecuniary aid from any person whom he knows to be an honorary member of any Camp.

Article V.

TRANSFER.

Section 36. How Granted. a. A comrade in good standing, who is not indebted to his Camp, may be transferred from the Camp of which he is a member to any other existing Camp by making application to the Commander, stating the name, number, Department, and location of the Camp to which he wishes to be transferred, and thereupon a transfer of membership certificate, in the form prescribed by the authority of the National Encampment, shall be issued to him without charge, bearing the signatures of the Commander and Adjutant, and under the seal of the Camp. In case such transfer of membership certificate should not be issued with reasonable promptness, the applicant shall make complaint in writing directly to his Department Commander, or, if the Camp is unattached, to the Commander-in-Chief direct.

b. The Commander of the Camp from which the transfer of membership is to be

made shall cause notice of the issue of such transfer of membership certificate to be sent without delay to the Camp to which the transfer of membership has been granted.

c. The applicant shall, within three months after the issuance of said transfer of membership certificate, deposit the same with the Camp named therein, and failing to do so, or upon the rejection of his application for transfer by the Camp named therein, the transfer of membership certificate shall become null and void, and the comrade concerned be deemed to have continued as and to be a member of the Camp by which it was granted.

d. Upon the deposit of said transfer of membership certificate within the time specified herein, the Camp with which it is deposited shall take action upon the same as in the case of an original application for membership; and if the action thereupon is favorable the comrade depositing said transfer of membership certificate shall become and be a member of said Camp.

e. The Commander of the Camp with which the transfer of membership certificate is deposited shall, immediately after action thereon, notify the Camp by which such transfer of membership certificate was granted of its action in the matter; and if said transfer of membership certificate is not deposited as

hereinbefore provided within the specified period of time, the Commander of the Camp named therein shall cause the Camp by which it was granted to be notified to that effect.

f. Until the transfer of membership is actually effected, the comrade concerned shall retain all his rights and privileges as a member of the Camp by which the transfer of membership certificate has been granted, subject to all the duties and obligations of membership in such Camp.

Section 37. Transfer to Become Charter Member of New Camp. A transfer of membership certificate may be granted to a comrade who wishes to become a charter member of a new Camp, and who is in good standing in the Camp of which he is a member and not indebted to the same; and the transfer of membership shall be effected in the manner prescribed in section 36 hereof, except that the notice of the granting of the transfer of membership certificate shall be transmitted from the Camp by which it is granted through Department Headquarters of the Department in which the new Camp is to be located; or if the new Camp is not attached to a Department, then through National Headquarters.

Section 38. Completion of Transfer. A Camp by which a transfer of membership cer-

tificate has been granted shall, upon the transfer of membership being effected, transmit, without delay, to the Camp to which the transfer of membership is made, a certified copy of the original application for membership of the comrade concerned, and all other information which may be on record concerning the military or naval service of the comrade and of his career as a comrade of the UNITED SPANISH WAR VETERANS.

Section 39. Transfer Issued By a Delinquent Camp. A transfer of membership certificate issued by a delinquent Camp, whether such Camp shall be suspended or not, shall be of no effect unless approved and countersigned by the Department Commander or, if the Camp be unattached, by the Commander-in-Chief.

Article VI.

VISITING CARDS.

Section 40. Form. Camps shall issue to their members visiting cards, which shall be in such form as shall be prescribed by authority of the National Encampment.

Section 41. How Issued. Such cards shall be signed by the Commander, attested by the Quartermaster, and under the seal of the Camp,

and shall bear the autographic signature of the comrade receiving the same. They shall be issued only to comrades whose dues are paid in advance to a date specified therein. Such cards shall be valid only during the period of time mentioned therein.

Section 42. Privileges Attaching to Visiting Cards. A visiting card shall entitle a comrade, after suitable examination, to admission to a Camp during the period of time mentioned therein, and no comrade shall be entitled to visit a Camp unless he can present his visiting card, or is vouched for by a comrade in good standing.

Article VII.

FURLOUGHS.

Section 43. To Whom Granted. Any comrade, being in the military or naval service of the United States, who is ordered away from the vicinity of his Camp to a station where there is no Camp within convenient proximity, may be granted a furlough by the Commander, signed by him, attested by the Adjutant, and under the seal of the Camp, to cover a period not exceeding one year, during which time he shall be exempt from dues and assessments and shall be kept on the roll of his

Camp as a member in good standing; but no furlough shall be granted when charges exist against the comrade applying for the same, nor until he has paid all dues, assessments, and fees due and payable up to the time of the granting thereof; provided that if at any time within the term of the furlough the recipient leaves or is discharged from the service of the United States, or is changed to a station where there is a Camp within convenient proximity, the furlough shall at once expire.

Section 44. Duration. A furlough may be extended year by year, for like periods of time, so long as it shall appear that the conditions precedent to the granting of the original furlough, as prescribed in section 43 hereof, continue to exist, with the provision that whenever such conditions cease to exist the furlough then in force shall at once expire.

Section 45. Expiration. Upon the expiration of a furlough the comrade shall be held to all the requirements and responsibilities of a member not on furlough.

Article VIII.

DISCHARGE.

Section 46. Definition. A discharge shall be a complete and final termination of the

membership in the organization of the comrade discharged, and shall be either honorable or dishonorable.

Section 47. Honorable Discharge. An honorable discharge shall sever the connection of the recipient with the organization, leaving him eligible to readmission to membership, as provided in section 33 hereof.

Section 48. Dishonorable Discharge. A dishonorable discharge shall be in effect the expulsion of the member so discharged, and shall be given only in pursuance of, and in accordance with, the sentence of a court-martial. One who has been dishonorably discharged shall be forever ineligible to readmission into any Camp: provided, however, that the National Encampment, through the Committee on Appeals and Grievances, upon the petition of a person dishonorably discharged from the organization, may, for good cause shown, revoke such dishonorable discharge, pardon the offense for which it was imposed, and render the petitioner eligible to readmission to membership, upon application and proceedings in the form prescribed in the case of members honorably discharged.

Section 49. Property to be Returned. Any property belonging to the UNITED SPANISH

WAR VETERANS in the possession of a comrade at the time of his discharge shall be returned to the organization.

Section 50. Honorable Discharge: To Whom Granted. Any comrade who is not indebted to his Camp for dues, assessments, or fees, and against whom no charges for misconduct are pending, and who is otherwise in good standing, shall, upon application to the Commander of his Camp, receive an honorable discharge from the organization.

Section 51. Certificate of Discharge. An honorably discharged member shall receive a certificate of his discharge in the form prescribed by authority of the National Encampment. Such discharge shall embody all the facts given on the original application for membership of its recipient, and shall set forth all statements of interest relative to his career as a member of the organization. Discharge certificates shall be signed by the Commander, attested by the Adjutant, and under the seal of the Camp.

Section 52. Publication of Dishonorable Discharge. Upon the receipt of general orders from National Headquarters, publishing the dishonorable discharge of a member, the Commander of each Camp in the organization shall

cause the same to be read in open Camp, and the name of the person so discharged to be entered in the black book of the Camp.

Article IX.

OFFICERS.

Section 53. Eligibility. All members of a Camp who are in good standing shall be eligible to any office in the Camp; provided that no comrade shall hold the office of Surgeon unless he be a physician legally competent to practice medicine under the laws of the state, territory, or other political subdivision wherein he resides; and provided further that no comrade shall hold the office of Chaplain unless he is a professed member of some religious sect or denomination. In case that no comrade can be found in a Camp who possesses the foregoing qualifications, the offices of Surgeon or of Chaplain, respectively, shall remain vacant until eligible candidates are available.

Section 54. Roster. The officers of each Camp shall be as follows: a Commander, a Senior Vice Commander, a Junior Vice Commander, an Adjutant, a Quartermaster, three Trustees, a Patriotic Instructor, a Chaplain, an Officer of the Day, and an Officer of the Guard. There may also be an Historian, a

Surgeon, a Sergeant Major, a Quartermaster Sergeant, not more than three Color Sergeants, and a Chief Musician.

Section 55. How Chosen. The Commander, Senior Vice Commander, Junior Vice Commander, Officer of the Day, Officer of the Guard, and the Trustees shall be elected by ballot as hereinafter provided. All other officers mentioned in section 54 hereof shall be appointed by the Commander.

Section 56. Term of Office. a. The elective officers of a Camp shall be chosen annually at the first stated meeting in December, by the ballots of the members in good standing present and voting, to serve for one year from the date of their installation in office, or until their successors are duly chosen and installed, unless they sooner resign or are removed; provided that upon the institution of a new Camp, the officers chosen upon institution shall hold their offices as follows: If the Camp is instituted after September 1st in any calendar year, the terms of such officers shall expire upon the installation of the officers elected in December of the year following; but if the Camp is instituted prior to September 1st in any calendar year, the terms of such officers shall expire upon the installation of the officers elected

in the December next following the institution of the Camp.

b. The provisions of sub-section a of this section shall apply to the election of Trustees, except that the term of office shall be three years, and that upon the institution of a new Camp one Trustee shall be elected for a term of one year, one for a term of two years, and one for a term of three years.

Section 57. Nomination. At the meeting next preceding an election of officers, a Camp may appoint a nominating committee to bring in a list of candidates for the offices to be filled at the next meeting, but the appointment of such a committee shall not limit the balloting to the names of those candidates recommended by the committee, and all votes cast for any eligible person shall be received and counted.

Section 58. Tellers. Before proceeding with the balloting, the Commander shall appoint a committee of three tellers to conduct the election; and whenever there is a contest over any office, the Commander shall give representation to the principal factions. The tellers shall preside at the election; receive, sort, and count the votes; and declare the result.

Section 59. Return of Tellers Final. In the case of a ballot for officers, a majority of all the votes cast shall be necessary for a choice; and the return of the tellers thereon shall be final, when accepted by a majority vote of the Camp, unless the by-laws of the Camp otherwise provide.

Section 60. Report of Election. The result of an election in a Camp shall be reported to Department Headquarters or, in the case of an unattached Camp, to National Headquarters. The report shall be in such form as shall be prescribed by authority of the National Encampment, and shall be signed by the Commander, attested by the Adjutant, and under seal of the Camp. It shall be forwarded to the proper headquarters without delay.

Section 61. Installation. The Department Commander, or the Commander-in-Chief, as the case may be, shall detail an officer to visit the Camp at the first stated meeting in January and install the officers-elect, together with the appointive officers designated by the Commander-elect. For the purpose of installation, any officer of or above the grade of Commander, or any past officer of or above the grade of Past Commander, may be detailed. The installing officer shall visit the Camp as directed, install the officers, and forward a report of the

installation to the proper headquarters, which report shall be made upon a blank to be issued from National Headquarters, and shall include a full list of the officers installed, with their respective post office addresses.

Section 62. Vacancies in Elective Offices: How Filled. Camps may fill vacancies in the elective offices at any stated meeting, notice of such election having been given at a previous meeting, or sent to each member at least seven days before the date specified for such election. An election to fill a vacancy shall be conducted as prescribed for the annual election, and shall be reported to the proper headquarters. The Commander, or any officer or past officer of suitable rank detailed by him, shall forthwith install the officers so elected.

Section 63. Removal of Appointive Officers. The Commander may remove appointive officers from office at pleasure.

Section 64. Vacancies in Appointive Offices: How Filled. A vacancy in an appointive office may be filled at any time, and without previous notice, by the Commander; but such action shall be reported at once to the proper headquarters. The Commander, or any officer or past officer of suitable rank detailed by him, shall forthwith install the officers so appointed.

Article X.

DUTIES OF OFFICERS.

Section 65. Commander. The duties of the Commander shall be as follows:

a. He shall enforce within the Camp the laws of the National organization, the by-laws of the Department, and the enactments of the Department Encampment of the Department in which the Camp is located, the lawful orders of superior officers, and the by-laws and enactments of the Camp, and for this purpose he shall issue such orders as may be necessary.

b. He shall preside at all meetings of the Camp.

c. He shall appoint all Camp officers and all committees the selection of whom is not otherwise provided for.

d. He shall serve as a member, *ex officio*, on all committees of the Camp.

e. He shall countersign all warrants approved by him, drawn by the Adjutant, for the payment of money from the funds of the Camp, being accountable therefor.

f. He shall countersign all requisitions for supplies approved by him, drawn by the Quartermaster.

g. He shall thoroughly inform himself as to the laws of the organization and particularly those relating to Camps and the duties of

comrades, and shall see that all the members of the Camp are likewise thoroughly informed.

h. He shall see that all transfers of membership certificates applied for by members of the Camp qualified to receive the same are promptly issued, and that all other duties devolving upon him with relation to a transfer of membership are given prompt attention.

i. He shall see that all dues and all reports required to be sent to National Headquarters and Department Headquarters of the Department in which the Camp is located, or to designated officers, by the provisions of the Rules and Regulations, the by-laws of the Department, and the lawful orders of superior officers, are forwarded without delay.

j. He shall personally sign all communications sent by him to National Headquarters and to Department Headquarters, and shall personally indorse all reports and communications of subordinate officers and comrades of the Camp forwarded by him to National Headquarters and Department Headquarters.

k. He shall see that the Adjutant and the Quartermaster appointed by him, unless they are continued in office by his successor, turn over to their successors in office all property, and in the case of the Quartermaster all funds, of the Camp for which they may be accountable, and shall be held responsible for any de-

lay on the part of these officers in performing these duties in accordance with the provisions of the Rules and Regulations.

1. He shall render to the Camp at the meeting at which the annual installation of officers takes place a complete report in writing of his administration, showing the condition of the Camp in all material respects, which report shall include a summary of the reports previously furnished to him by the Adjutant, the Quartermaster, and the Historian, and may contain such matters of interest and such recommendations as he deems to be of value to the Camp.

m. He shall exercise general supervision over the Camp, and, in general, he shall perform such duties and exercise such powers as are prescribed for him in specific cases by the provisions of the Rules and Regulations relating thereto, and by the by-laws of the Department in which the Camp is located, and by the by-laws of the Camp, and such as pertain to a chief executive officer of the Camp.

Section 66. Vice Commanders. The Vice Commanders shall assist the Commander by counsel, or in such other manner as he may direct, and in case of his temporary inability shall fill his office according to seniority.

Section 67. Chairman Pro Tempore. In the absence of the Commander and both the Senior

and Junior Vice Commanders from a meeting, the Camp shall elect a chairman *pro tempore*, preferably a Past Commander of the Camp.

Section 68. Adjutant. The duties of the Adjutant shall be as follows:

a. He shall keep a journal of the proceedings of all meetings of the Camp, attesting the same by his signature.

b. He shall promulgate all orders and circulars of the Commander.

c. He shall, under the direction of the Commander, attend to all official correspondence of the Camp.

d. He shall submit all papers to the official scrutiny of the Commander, and carry out his directions respecting the same.

e. He shall, under the direction of the Commander, prepare all reports and returns of the Camp required by the Rules and Regulations, the by-laws of the Department, or the orders of superior officers, except those which such Rules and Regulations, by-laws, or orders specifically prescribe shall be prepared by some other officer.

f. He shall keep a roster of the Camp, with the names and addresses of all the officers for the time being, and with the names and addresses of all members of the Camp.

g. He shall keep a list of applicants re-

jected by the Camp, making immediate report of such rejections in all cases through channels to Department Headquarters and National Headquarters.

h. He shall upon the death of a member of the Camp, promptly forward a report thereof to Department Headquarters for transmission to the Adjutant General or, if the Camp be unattached, shall forward such report direct to the Adjutant General.

i. He shall, under the direction of the Commander, draw all warrants on the Quartermaster, directing payments from the funds of the Camp, pursuant to the authority of the by-laws or specific enactments of the Camp; and he shall sign and present such warrants to the Commander for his approval and countersignature.

j. He shall keep the following books, records and files:—

First. The *descriptive book* prescribed by the authority of the National Encampment, in which shall be entered all the data for which provision is made, for each recruit admitted to membership, in so far as he is able to ascertain the facts.

Second. A *record book*, in which shall be kept the journal of the meetings of the Camp, together with such entries as the Camp may direct.

Third. An *order book*, in which shall be entered all orders and circulars issued by the Commander.

Fourth. A *letters-sent book*, in which shall be entered copies of all the correspondence originating with the officers of the Camp upon official subjects, or, in lieu of a letters-sent book, a file of carbon copies of letters sent.

Fifth. A file of all *letters received* which remain with the Camp.

Sixth. A *letters-received book*, in which shall be entered memoranda of all official communications received by the officers of the Camp, the originals of which do not remain on file.

Seventh. A *black book*, in which shall be recorded the names of all applicants for admission to membership who have been rejected by any Camp, so far as can be ascertained, and also the names of all persons who have been dishonorably discharged from membership.

Eighth. A file of all *orders and circulars* received from National and Department Headquarters.

Ninth. A file of all *applications for admission to membership* received by the Camp.

k. When no Surgeon is appointed, he shall perform the duties specifically prescribed for the Surgeon in these Rules and Regulations, and when no Historian is appointed he shall

perform the duties prescribed for the Historian.

1. He shall furnish to the Commander, just prior to the time for holding the meeting at which the annual installation of officers is to take place, a complete report in writing of the work of his office during his term of office, and giving all the data and statistics as to the membership of the Camp during his term of office. Said report, together with all books and files required to be kept by him, and all written reports of officers and committees which do not appear in full in the record book, shall be placed in the hands of the Commander on or before a day to be fixed by the Commander. He shall be accountable for all property of the Camp intrusted to him, and shall turn over all such property to his successor without delay.

m. He shall, in general, perform all clerical duties rendered necessary or desirable in the proper management of the business of the Camp and not specifically pertaining to another office.

Section 69. Quartermaster. The duties of the Quartermaster shall be as follows:

a. He shall collect all money due the Camp, giving his receipt therefor.

b. He shall deposit all money belonging to the Camp, in the name of the Camp, with such

reputable banking institutions as the Camp shall designate.

c. He shall pay out money only in accordance with the authority of the by-laws or specific enactments of the Camp, upon warrants drawn by the Adjutant and countersigned by the Commander, ordering payment.

d. He shall keep a *cash book*, in which he shall promptly enter all receipts and disbursements of the money of the Camp, in such detail as to show the source of all receipts and the payee and object of each disbursement. In the event that he is the custodian of more than one fund, he shall keep a separate cash account of each of such funds, in the manner prescribed in this sub-section.

e. He shall keep an account with each member of the Camp, charging such members, respectively, with all amounts due the Camp for fees, annual dues, supplies, and other considerations.

f. He shall have custody of and sell to the members of the Camp all badges and other supplies which such members shall have the right to purchase and which are issued by authority of the National Encampment, charging therefor the prices fixed by authority of the National Encampment.

g. He shall make requisitions for supplies upon the Department Quartermaster, or, in

proper cases, upon the Quartermaster General or Adjutant General, using the form blanks prescribed for that purpose, having first obtained the approval and countersignature of the Commander on such requisition, in each instance, before forwarding the same to the proper headquarters.

h. He shall be the custodian of all property belonging to the Camp which is not intrusted to some other officer or officers by the provisions of the Rules and Regulations or by the by-laws or enactments of the Camp, and shall hold and dispose of the same under the directions of the Commander, or in the manner designated by the Rules and Regulations or by the by-laws or enactments of the Camp.

i. He shall furnish from time to time, at the request of the Commander, a statement of all funds, supplies, and other property in his hands or under his control.

j. He shall furnish to the Commander, just prior to the time for holding the meeting at which the annual installation of officers is to take place, a complete report in writing of the work of his office during his term of office, which report shall show all receipts and disbursements by him of the moneys of the Camp, all amounts due to and from the Camp, and the extent, condition, and value of all property of the Camp, including supplies, which is in his

custody. Said report, together with his books of account, vouchers, and other papers relating thereto, shall be placed in the hands of the Commander on or before a day to be fixed by the Commander.

k. He shall turn over to his successor in office without delay all funds, supplies, and property belonging to the Camp, together with all books of account, vouchers, and other records and papers pertaining to his office.

l. He shall not appropriate any of the money of the Camp to his own use, as a loan or otherwise, and shall not lend the whole or any part thereof to any person.

m. He shall perform all other clerical duties prescribed for his office by the Rules and Regulations, or rendered necessary and desirable in the proper management of the business of his office, and not specifically pertaining to another administrative office.

n. He shall give bond for the faithful performance of his duties in a sum at least double the amount of the funds and value of supplies and property that are likely to be in his hands, the amount of such bond to be determined by the Camp and the surety to be approved by the Commander.

Section 70. Trustees. The duties of the Trustees of the Camp shall be as follows:

a. They shall have general supervision over and management of the property of the Camp, subject to the direction of the Camp in regard thereto.

b. They shall, when so directed by a vote of the Camp, make investments of the relief fund or of any other special fund set aside by the Camp.

c. They shall have full power to discharge mortgages in compliance with the provisions of law of the state or territory in which the Camp is located.

d. They shall have the power to remit dues under the provisions of section 106 hereof.

e. They shall render annually to the Camp, at the meeting at which the annual installation of officers takes place, a complete report in writing, showing the extent, condition, value, and location of all property of the Camp which is in their custody; and in the event that they are charged with the administration of the relief fund of the Camp, said report shall give in detail all receipts to and disbursements from said fund since the last preceding annual report, together with a statement of the manner in which the fund is invested; provided, however, that they shall not disclose the names of the comrades or other persons to whom relief has been given unless the Camp shall, by a majority vote, require them so to do. They

shall also at the time above specified make a full report in writing as to all other matters committed to the Trustees by the Camp.

Section 71. Patriotic Instructor. The duties of the Patriotic Instructor shall be as follows:

a. He shall, in connection with the Patriotic Instructors of other societies, or on his own initiative, endeavor to secure the introduction of patriotic instruction in the schools, and to encourage the proper observance of Memorial and Flag Days, and all other patriotic holidays. He shall endeavor to inculcate, both by precept and example, principles of patriotism and loyalty in the youth of our land, and implant in their minds love of country, respect for the flag, and a determination to preserve and to transmit to posterity the priceless blessings of liberty.

b. He shall at such times as may be specified in orders, render to the Department Patriotic Instructor, or, if the Camp is unattached, to the National Patriotic Instructor, a report of the work in patriotic instruction accomplished by the Camp under his supervision and of memorial exercises, patriotic observances, and dedications held by the Camp since its last preceding report on these subjects, and shall add thereto such observations and recom-

mendations as in his judgment will be of value in the work of patriotic instruction.

Section 72. Historian. The duties of the Historian shall be as follows:—

a. He shall be the custodian of all books, manuscripts, pictures, relics, and like possessions relating to the War with Spain, the insurrection in the Philippine Islands, and the China Relief Expedition of 1900, belonging to the Camp.

b. He shall keep an historical record of the notable occasions in which the Camp participates, appending thereto press clippings relating to the same.

c. He shall collect and preserve such records of individual service of members of the Camp, and personal narratives contributed by them, as may be of historical value and interest.

d. He shall contribute to the newspapers of the vicinity such items relating to the Camp and its doings as may be suitable for publication and of a nature to arouse public interest in the Camp and in the objects of the organization.

e. He shall annually, at such time as may be specified in orders, render a full report to the Department Historian, or, if the Camp is unattached, to the National Historian, of all

notable events except memorial exercises, dedications, and other events of kindred nature, in which the Camp has been interested since the preceding annual report on this subject. Said report shall include a list of the deaths which have occurred in the Camp and records of special war service rendered by any members of the Camp not included in previous annual reports on these subjects.

f. He shall furnish to the Commander, just prior to the time for holding the meeting at which the annual installation of officers is to take place, a complete report in writing, giving an account in detail of all notable events in which the Camp has been interested during his term of office except memorial exercises, dedications and other events of kindred nature, and containing a roll of the members of the Camp who have died since the last preceding annual report, and of other veterans, not members of the Camp, at whose funeral services the Camp has assisted, with a brief biographical account of each. Said report shall be placed in the hands of the Commander on or before a day to be fixed by the Commander.

g. He shall perform such other duties as may be required of him by the Commander or by the Camp.

Section 73. Surgeon. The Surgeon shall, at such time as may be specified in orders, render to the Department Surgeon, or if the Camp is unattached, to the Surgeon General, a report of the relief work accomplished by the Camp since the last preceding report on that subject, statistics thereof to be obtained by him from the custodian of the relief fund of the Camp and shall include in the report such health statistics as may have been required by the Surgeon General. He shall discharge such further duties in connection with his office as may be required of him.

Section 74. Chaplain. The duties of the Chaplain shall be as follows:

a. He shall conduct all devotional exercises at meetings of the Camp.

b. He shall perform such other duties pertaining to his office as may be, from time to time, required of him.

Section 75. Officer of the Day. The duties of the Officer of the Day shall be as follows:—

a. He shall see that none but members of the Camp in good standing participate in the business of the Camp, and to that end shall inform himself as to the names and identity of the comrades who are members thereof in good standing.

b. He shall, with the approval of the Com-

mander, appoint as many guards *pro tempore* as he deems necessary to assist him in the performance of his duties.

c. He shall perform such other duties as may be required of him by the Commander.

Section 76. Officer of the Guard. It shall be the duty of the Officer of the Guard to take charge of the door at all meetings of the Camp, and see that no one enters while the Camp is in session except such as are duly qualified or have the permission of the Commander, and to this end he shall inform himself as to the names and identity of all comrades who are members in good standing of the Camp. Where the Officer of the Guard is absolutely certain of the identity and good standing of those seeking admission to the meeting, he may permit them to enter on his own responsibility; otherwise he shall announce to the Commander the name of each person who presents himself at the door, and carry out the orders of the Commander with respect to such person. The Officer of the Guard shall also perform such other duties as may be required of him by the Commander.

Section 77. Sergeant Major and Quartermaster Sergeant. It shall be the duty of the Sergeant Major and the Quartermaster Sergeant to assist the Adjutant and Quarter-

master, respectively, in the discharge of their duties.

Section 78. Color Sergeants. It shall be the duty of the Color Sergeants to take charge of the colors of the Camp, under the direction of the Commander, and to carry said colors in the meetings and ceremonies of the Camp and upon occasions of public parades.

Section 79. Chief Musician. The Chief Musician shall blow the bugle calls prescribed by the regulations of the United States Army upon such occasions and at such times as he may be directed by the commander.

Article XI.

DELEGATES.

Section 80. To First Convention of Department Encampment. Upon receiving notice that a Department is to be organized, a Camp, if it be located in territory to be included within the proposed Department, shall proceed to elect the delegates and alternates to which the Camp is entitled under the provisions of section 136 hereof, at the first stated or special meeting held after receiving such notice, provided that such election shall take place in due season to admit of the proper representation

of the Camp at the convention for the organization of the Department.

Section 81. To National Encampment. The Camp shall annually elect by ballot delegates and their alternates to represent said Camp in conventions of the National Encampment. Unless such election is held and the results thereof reported to National Headquarters at least thirty days prior to the stated convention of the National Encampment, the Camp shall forfeit its right to so elect.

Section 82. Ratio for National Encampment. The ratio of delegates and alternates from each duly constituted Camp, whether in the jurisdiction of a Department or unattached, shall be one delegate for every one hundred members, or major fractional part thereof, in each Camp; provided, however, that every Camp, irrespective of the number of its members, shall be entitled to at least one delegate.

Section 83. Basis of Representation in National Encampment. In estimating the number of delegates to which a Camp is entitled, the ratio shall be fixed on the basis of the number of members in good standing as exhibited by the report filed for the semi-annual term next but one prior to the semi-annual term in which is to be held the

tion of the National Encampment at the Camp is to be represented; provided, however, that the Camp may elect additional delegates if found to be entitled to the same by the report for the semi-annual term next following that on which the number of delegates was based.

Section 84. To Department Encampment. The Camp shall annually elect by ballot delegates and their alternates to represent it in the conventions of the Department Encampment, and such election shall take place in due season to admit of the proper representation of the Camp at the stated convention of the Department Encampment. The number of said delegates and their alternates shall be in such ratio as shall have been determined by the by-laws of the Department; provided, however, that when not so determined, the ratio shall be as follows, viz., one delegate or alternate for every fifty members or major fractional part thereof in good standing in the Camp to be represented, except that each and every Camp shall be entitled to at least one delegate or alternate.

Section 85. Basis of Representation in Department Encampment. In estimating the number of delegates to which a Camp is entitled, the ratio shall be fixed on the basis of

the number of members in good standing as exhibited by the semi-annual report filed for the semi-annual term next prior to the term in which is to be held the stated convention of the Department Encampment at which the Camp is to be represented.

Section 86. Qualifications. Delegates and alternates elected by the Camp under the provisions of this article shall be members in good standing of the Camp.

Section 87. Report of Election. A report of the election of delegates and their alternates to the National Encampment stating the names and addresses of all delegates and alternates elected shall be forwarded through channels without delay to National Headquarters on the blanks prescribed by authority of the National Encampment. Like reports of the election of delegates and their alternates to the Department Encampment shall be forwarded without delay to Department Headquarters on such blanks or in such form as may be prescribed by authority of the Department Encampment.

Section 88. How Chosen. All elections of delegates and their alternates shall be by ballot of the members in good standing present and voting at the meeting at which the elec-

tion is held, and a majority of the votes cast shall be necessary for a choice.

Section 89. Vacancies: How Filled. a. Vacancies in the office of delegate to the Department Encampment and to the National Encampment shall be filled during the remainder of the term in which they occur by the alternates, in the order in which they stand upon the list.

b. In the absence of a sufficient number of alternates to fill vacancies in the offices of delegate to the Department Encampment, the representatives of the Camp at a convention of the Department Encampment may elect acting delegates to serve in the place and stead of the regular delegates; provided that such acting delegates shall be comrades in good standing in the Camp.

c. Vacancies in the office of delegate to the National Encampment from a Camp within a Department shall be filled in accordance with the provisions of section 189 hereof. The representatives of an unattached Camp in good standing present at a convention of the National Encampment may elect an acting delegate to serve in place and stead of an absent delegate or alternate elected by the Camp or to fill a vacancy caused by the failure of the Camp to elect; provided, however, that such acting

delegate shall be a comrade in good standing in the Camp.

Section 90. Rights of Alternates. An alternate, having been admitted to a seat in a convention of the National Encampment or of a Department Encampment in the absence of a delegate, shall retain his seat until the final adjournment of that convention, even though his principal may present himself later in the session; but this provision shall apply only to that specific convention, and the delegate thus excluded may take his seat at any other convention of the Encampment that may be held during his term as delegate.

Section 91. Term of Office. The term of office of the Camp delegates and their alternates to the National Encampment and to the Department Encampment shall continue until their successors are duly chosen.

Article XII.

MEETINGS.

Section 92. Stated Meetings. Camps shall prescribe in their by-laws the time of holding stated meetings; but every Camp shall hold at least one meeting in each calendar month, except that, if it be deemed advisable, any or all

meetings in July and August, or in either of said months, may be omitted.

Section 93. Special Meetings. Special meetings may be held at any reasonable time by order of the Commander, who shall require the Adjutant to give timely notice thereof to all members in good standing; and a Commander shall order special meetings of his Camp whenever seven members thereof make request therefor in writing, giving notice of the particular business which they wish to bring before the meeting.

Section 94. Quorum. Five members in good standing shall constitute a quorum competent to transact business at any stated or special meeting of a Camp. No comrade not in good standing shall be eligible to vote in any meeting of a Camp.

Section 95. Procedure at Meetings. a. The order of business at stated meetings of all Camps shall be as follows:

1. Opening in due form.
2. Roll call of officers.
3. Reading of the records of last preceding stated or special meeting.
4. Reading of orders, bills and communications.
5. Reading of applications for membership.

6. Report of committees on applications for membership.

7. Balloting on applications for membership.

8. Muster-in of recruits.

9. Reports of officers and committees.

10. Unfinished business.

11. New business.

12. Remarks for the good of the organization.

13. Report of the Quartermaster.

14. Closing in due form.

b. At the first stated meeting in December of each year the election of officers shall take place between the tenth and eleventh orders of business. The installation of the officers elected at the first stated meeting in December shall take place between the tenth and eleventh orders of business at the first stated meeting in January next thereafter.

c. Any of the foregoing orders of business may be suspended or transposed by vote of the Camp or by direction of the presiding officer if no member objects thereto, and in like manner the Camp may refer back to an order of business which has been closed and reopen the same. No motion to adjourn shall be entertained until all the orders of business have been taken up and closed.

d. Action on orders, bills, and communica-

tions, read under the fourth order of business, shall be deferred and taken up under "new business" unless they can be disposed of without debate.

e. The report of the Quartermaster shall consist of the reading of the names of members and others who have paid money to him on account of the Camp since his last preceding report, together with the amounts so paid, and the purpose, whether for fees, dues, supplies, fines, or otherwise. Such report shall be audibly read, so that the members may be enabled to detect errors if any exist, and it shall be entered on the records of the meeting by the Adjutant, and form a part of said records. The report shall conclude with a statement of the sum total received at the meeting and the sum total received since the last preceding report.

f. The election and appointment of officers to fill vacancies, and their installation, shall take place under the head of "new business."

g. At special meetings called for the transaction of specific business, all orders of business which are superfluous shall be omitted, unless the call states that any business may be taken up which would be in order at a stated meeting.

h. Camps shall strictly observe all forms and ceremonies prescribed by the Ritual and by the Book of Ceremonies in conducting

meetings and parades to which the same apply.

Section 96. Emergencies. In all cases where it is prescribed by these Rules and Regulations, by enactment of the National Encampment, by the by-laws of a Department, or by enactment of a Department Encampment that certain business shall be transacted, or ceremony take place, at a specified meeting of a Camp, and it becomes manifestly impossible to comply with such requirement as to time, or, through inadvertence, such requirement as to time shall not have been complied with, the Department Commander, or, in case of an unattached Camp, the Commander-in-Chief, may, by special orders, authorize such business to be transacted or ceremony to take place, at a meeting other than that prescribed as aforesaid; and in like manner may authorize a Camp to suspend the holding of meetings, as required by section 92 hereof, whenever it shall appear that an emergency exists which renders impracticable the holding of meetings at least once a month, during such emergency.

ARTICLE XIII.

PER CAPITA TAX AND SEMI-ANNUAL REPORT.

Section 97. National Per Capita Tax. A per capita tax of twenty-five cents on each

member of the Camps, respectively, except members in suspension or on furlough, shall be paid each year by the several Camps of the organization to the Adjutant General for the use of the National organization; provided, however, that no Camp shall be required to pay per capita tax for any portion of the term in which it shall be instituted.

Section 98. Department Per Capita Tax. A per capita tax of not more than thirty-five cents on each member of the Camps, respectively, shall be paid each year by the several Camps of a Department for the use of the Department. In the absence of an enactment by the Department Encampment establishing a less amount as the amount thereof, said tax shall be the maximum amount authorized by this section.

Section 99. Per Capita Tax: Basis of Computation. The National and Department per capita tax shall be payable in two equal installments, one on the first day of January and one on the first day of July of each year, and shall be based upon the membership of the Camps respectively, as shown by semi-annual reports rendered on said days respectively, as of December 31st and June 30th next preceding. In reckoning the amount due from a Camp for said tax all the members shall be counted who

are on the roll of membership, as shown by said reports respectively, except members in suspension or on furlough.

Section 100. Per Capita Tax: How Paid.

The National and Department per capita tax of Camps within the jurisdiction of a Department shall be forwarded promptly on the dates when payable, with the semi-annual report, to the Department Headquarters of the Department in which the Camp is located, and the National per capita tax shall be transmitted by the Department Adjutant to the Adjutant General. The per capita tax of all unattached Camps shall be forwarded with the semi-annual report direct to the Adjutant General.

Section 101. Disputed Taxes and Fees. Whenever a dispute shall arise as to the amount due from a Camp for per capita tax or any fee or charge, the Camp shall forthwith pay such an amount as the Department Commander or, in case the Camp is unattached, the Commander-in-Chief, shall decide to be due under protest, and await such redress as may be given by the Department Council of Administration or, if an unattached Camp, by the National Committee on Finance, for any injustice that has been done.

Section 102. Semi-annual Report. A semi-annual report shall be rendered by each Camp of the organization as of June 30 and December 31st, respectively, each year, and shall be forwarded with the per capita tax as prescribed in section 100 hereof. Said report shall be on the form blank and show such data as shall be prescribed by authority of the National Encampment. Camps exempted from the payment of per capita tax shall render the semi-annual report in such modified form as shall be specified by the Commander-in-Chief.

Article XIV.

REVENUE.

Section 103. Sources. Camps shall specify in their by-laws the amount of fees and annual dues to be paid by members into the treasury of the Camp; provided that the amount fixed for each particular fee and such annual dues shall not be less per capita than the sums respectively named in the following table:

For admission to charter membership, two dollars.

For admission to membership by application, including the application of an honorably discharged former member, two dollars.

For admission to membership by transfer, one dollar.

For annual dues, two dollars.

For life membership in a Camp, in lieu of annual dues, not less than fifty dollars.

Section 104. Annual Dues: When Payable. Annual dues shall be payable in four quarterly installments, in advance, on the 1st of January, April, July, and October in each year. No comrade shall be deemed in arrears for any quarter until the end thereof.

Article XV.

EXEMPTIONS.

Section 105. When Granted. a. The per capita tax due National and Department Headquarters from a Camp on comrades who are members of National or State soldiers' homes or inmates of hospitals for insane or incurable patients shall be remitted.

b. Traveling Camps and other Camps composed entirely of men in the Army, Navy or Marine Corps of the United States shall be relieved from the payment of per capita tax and the rendering of reports during any serious National emergency recognized as such by the Commander-in-Chief.

Article XVI.

DELINQUENCY OF COMRADES: PENALTIES AND REINSTATEMENT.

Section 106. Proceedings on Delinquency. Where a comrade shall become delinquent for

non-payment of dues as defined in section II, article VI of the Constitution, action shall be taken as follows:

First. Two weeks at least before the last meeting in December, March, June or September in each year, which meetings, for convenience may be referred to as quarterly meetings, the Quartermaster shall submit to the Trustees of the Camp a list of all delinquent members and shall also notify each of such members as to his delinquency.

Second. Any member thus notified who fails to pay the amount due the Camp at or before the next quarterly meeting thereafter shall be reported as delinquent; provided, however, that whenever, in the opinion of the trustees, a delinquent member is unable, by reason of sickness or other misfortune to pay his dues, said trustees may remit all amounts unpaid up to the date of the meeting or grant an extension of time for the payment of such amounts for a period of not to exceed three months, in which event such member shall not be reported to the camp as delinquent.

Third. Unless the Camp, by vote, shall grant an extension of time to a member reported delinquent, for the payment of the amount due, the Commander shall declare such member suspended.

Fourth. The Quartermaster shall send a

written notice of suspension to each member so suspended.

Section 107. Effect of Suspension. The effect of suspension shall be the loss of all rights and privileges pertaining to membership in the organization during such suspension. A comrade in suspension shall not be permitted to sit in his own Camp, or to visit any other Camp, or to take part in any public function with the same; and no aid shall be given to a comrade in suspension from the funds of the Camp, Department, or National organization; provided, however, that in the discretion of the Camp, Department, or National Headquarters, aid may be given to the family or dependents of a comrade who died while suspended from any fund allotted to such purposes, including the payment of the whole or any part of the burial expenses of such suspended member.

Section 108. Office to be Vacated. The lawful suspension of a comrade holding office shall immediately render that office vacant.

Section 109. Reinstatement. a. A comrade who has been suspended by a Camp shall be reinstated upon payment to the Camp of the amounts due from him at the time of his suspension, plus the dues which have accrued

against him subsequently to his suspension, but not exceeding in the aggregate the sum of three dollars.

b. Reinstatement as provided in sub-section a of this section, or by the expiration of the term of suspension imposed by a court-martial, shall remove all disabilities incident to suspension and restore the comrade to all his rights and privileges, except that he shall not become entitled to resume an office held by him at the time of his suspension and rendered vacant thereby.

c. Reinstatement as provided in sub-section a of this section must precede the granting of a furlough, transfer of membership, or honorable discharge.

Section 110. Comrades in Suspension: When to be Dropped from Membership. A comrade who shall have been in suspension for the non-payment of dues for a period of one year from the date of such suspension shall be dropped from membership in the Camp. A comrade who has been dropped from membership as aforesaid shall not be eligible for membership in any Camp until he has first paid to the Camp by which he was dropped from membership the amount of his arrearages, but not exceeding three dollars;

provided that the Camp by which he was dropped from membership is still in existence; upon which payment he shall be granted a certificate of honorable discharge from said Camp, and may then make application for membership in the same or any other Camp in the manner prescribed for honorably discharged former members in section 33 hereof.

Section 111. Readmission after Disbandment or Revocation of Charter. A comrade who has been suspended, or dropped, for the non-payment of dues by a Camp which has been disbanded, or the charter of which has since been revoked, shall, upon the payment of two dollars to the Adjutant General be granted a certificate of honorable discharge from the organization, and may then make application for membership in the manner prescribed for honorably discharged former members. All amounts so paid to National Headquarters shall be devoted to any purpose designated by the Commander-in-Chief.

Section 112. Fines. Where a fine has been imposed by sentence of court martial, such fine shall be paid by the offender to the Quartermaster of his Camp within thirty days after the publication of his sentence, and shall revert to the relief fund of such Camp if such fund exists; otherwise it shall be applied at the dis-

cretion of the Commander for the benefit of sick or needy comrades. If such fine remains unpaid at the end of thirty days, the offender shall be immediately suspended from membership until payment thereof, and if such suspension continues for a period of sixty days without payment being made, the offender shall be dropped from membership, and shall thereafter be ineligible to re-admission until such fine, and all other arrearages not to exceed three dollars, are paid to his Camp, when the provisions of section III hereof shall apply. If the Camp has ceased to exist, a person so dropped may remove the disqualification by paying such fine, plus the sum of two dollars, to the Adjutant General, upon which payment he shall be granted a certificate of honorable discharge. All amounts so paid to National Headquarters shall be devoted to any purpose designated by the Commander-in-Chief.

Article XVII.

COUNTERSIGN.

Section 113. Issued to Camps in Good Standing. A National countersign shall be promulgated to the organization by the Commander-in-Chief in accordance with the provisions of subsection i of section 230 hereof.

Upon the full payment of per capita taxes and the rendering of reports due, Camps shall be entitled to receive the countersign, which will be issued from National Headquarters in the manner prescribed in the Ritual.

Article XVIII.

RELIEF FUND.

Section 114. How Established. Any Camp may establish a relief fund for the assistance of its needy members, their widows, orphans, or dependents, and, to maintain said fund, may set aside a portion of the annual dues to an amount not exceeding twenty-five cents per quarter for each member on the roll. All sums thus set apart, and all amounts especially raised for, and all donations to, this fund shall be held sacred for this purpose.

Section 115. How administered. Regulations for the creation, maintenance, and distribution of a relief fund shall be prescribed by the Camp in its by-laws, and, in the discretion of the Camp, the power and duty of granting assistance from such fund may be delegated to the Trustees, or to a committee on relief, for the purpose of preventing too great publicity in the matter of charities.

Article XIX.

BY-LAWS.

Section 116. Requirements. Every Camp shall, before its institution, adopt a code of by-laws, based upon the form prescribed under Forms and Procedure in the Book of Ceremonies, which shall set forth the time for holding stated meetings; fix the amounts of fees and annual dues; specify some recognized manual or system as the parliamentary authority of the Camp in all cases not specifically provided for in the Rules and Regulations, and the by-laws of the Department; and generally provide for the government of the internal affairs of the Camp. All codes of by-laws, and all alterations thereof and amendments thereto, must be consistent with the Rules and Regulations and the by-laws of the Department, and before going into effect shall be submitted to Department Headquarters, or, if the Camp be unattached, to National Headquarters, for examination and approval.

Section 117. How Altered and Amended. Camps shall provide in their by-laws for the alteration or amendment thereof; but shall require such action to be by at least a two-thirds vote of the members in good standing present and voting at a stated or special meeting of

the Camp, notice of the proposed amendment or alteration having been given at the next preceding stated meeting.

Article XX.

DISBANDMENT.

Section 118. Limitation. No charter shall be surrendered by any Camp so long as fifteen members thereof demand its continuance, nor unless a proposition to surrender the charter shall have been made at a stated meeting of the Camp at least four weeks prior to the time of action, and due notice thereof given to every member of the Camp. If, upon the ballot being taken upon this question, it appears that less than fifteen members have voted to continue under the charter, the Commander and Adjutant shall certify that fact to the Department Commander, or, if the Camp is unattached, then to the Commander-in-Chief.

Section 119. Order for Disbandment. Upon receiving official notification of such action on the part of a Camp, the Department Commander or the Commander-in-Chief, as the case may be, shall, after investigation, issue an order for the disbandment of said Camp, and shall detail an officer to carry out the order.

Section 120. Proceedings on Disbandment.

a. The officer detailed to disband a Camp shall give an opportunity to any members thereof, who so desire, to transfer their membership to other Camps, and shall thereafter issue honorable discharges to all members in good standing who do not desire to transfer their membership.

b. The disbanding officer shall see that all debts of the Camp are paid, including any amounts that may be due to Department or National Headquarters, and that all records are complete and accounted for.

c. He shall take possession of all records, papers, and personal property of the Camp, except money on hand, and turn the same over to the Department Quartermaster, or, if the Camp is unattached, then to the Quartermaster General.

d. Any and all money remaining in the treasury of the Camp after the payment of all just debts and claims against the Camp shall be divided among the members thereof who were in good standing at the date of disbandment, unless the Camp shall have voted to dispose of such balance in some other manner.

Section 121. Final Disposition of Records and Property. All records, papers, and personal property of a disbanded Camp, which

shall have been received by the Quartermaster General or by a Department Quartermaster under the provisions of sub-section c, section 120 hereof, shall be held in trust by such receiving officer and his successors in office, and shall be issued to the same Camp in case it shall reorganize; provided, however, that such reorganization shall take place within one year after the date of disbandment. If, at the expiration of one year from the date of disbandment as aforesaid, proceedings have not been commenced to reorganize such Camp, said trust shall cease, and the records, papers, and property shall become the absolute property of the National organization, and shall be disposed of in such manner as the National Encampment may direct.

Section 122. Proceedings on Revocation of Charter. Whenever the Commander-in-Chief shall revoke the charter of a Camp, he shall detail an officer, or, if the Camp is within the jurisdiction of a Department, shall direct the Department Commander to detail an officer, preferably the District Inspector under whose jurisdiction the Camp has been working, to disband the Camp, and the officer so detailed shall proceed to wind up the affairs of the Camp in the manner prescribed in section 120 hereof.

Part Three

COUNCILS

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Article I.

COMPOSITION AND POWERS.

Section 123. Municipal Councils: Organization. In order that there may be a sub-division of the organization having authority to act collectively for the Camps and comrades of any city or other municipality in which two or more Camps exist, a Municipal Council shall

be established and continue in existence so long as there are at least two Camps in such municipality. Upon institution, each new Camp in such municipality shall become a constituent Camp of such council.

Section 124. Vicinity Councils: Organization. Where two or more Camps located in the same vicinity other than a municipality deem it advisable that there should be a sub-division of the organization having authority to act collectively for the Camps and comrades of such vicinity, a Vicinity Council may be established and continue in existence so long as at least two Camps thereof desire its continuance. Any other Camp in such vicinity may be admitted as a constituent Camp of such council by a two-thirds vote of the members thereof, due notice having been given to the members. Nothing herein shall be construed as precluding a Department from limiting the number of Camps or extent of territory to be included within a Vicinity Council.

Section 125. Functions and Powers. a. Councils shall represent the constituent Camps in all matters of common or local interest, such as making application for and receiving appropriations from public funds for memorial purposes. All dealings with a municipal or

vicinity government, or an official thereof, in matters relating to the interests of the UNITED SPANISH WAR VETERANS affecting the entire organization in such municipality or vicinity as distinct from any single Camp or individual comrade, must be carried on through the Council, and constituent Camps shall not carry on such dealings except through the medium of such Council.

b. Councils shall arrange for the observance of Memorial Day and such other occasions as call for the participation of the constituent Camps; apportion the care and decoration of the graves of deceased veterans in their municipalities or vicinity; have prudential charge of burial lots, monuments and other memorials dedicated by the public or contributed to the veterans of the war with Spain and its incidental campaigns, so far as they are located in or pertain to the municipality or vicinity represented.

c. Councils shall perform such other duties and exercise such general powers as may be specified in the by-laws thereof, or as may be expressly required or delegated by the constituent Camps; provided, however, that Councils shall not encroach upon the duties or powers prescribed for the National Encampment or National Officers, nor, if within the territorial limits of a Department, upon the

duties or powers prescribed for the Department Encampment or Department Officers.

Section 126. Composition. A council shall consist of members as follows:

First. The Commander for the time being of each constituent Camp.

Second. One or more delegates from each constituent Camp to be chosen by the Camps respectively as shall be prescribed in the by-laws of the Council.

Third. Such other members as shall be prescribed in the by-laws of the Council.

Fourth. In case of the absence of a commander from a meeting of the Council, such officer or member of his Camp as he shall appoint as his proxy for that meeting.

Fifth. In the event the by-laws shall provide that the Adjutant for the time being of each constituent Camp shall be a member of the council, said by-laws may also provide for a proxy similar to the proxy for a Commander.

Section 127. Officers. The officers of a Council shall be a President, a Vice President, a Secretary and a Treasurer and such additional officers as the by-laws of the Council may prescribe. Members only of a Council shall be eligible to hold office therein.

Section 128. By-laws. a. Each Council shall adopt a code of by-laws, which shall be

consistent with the Rules and Regulations and the by-laws of the Department, if any, in which such Council is located, and which, before taking effect, shall be approved by the Department Commander, or, if the constituent Camps are unattached, by the Commander-in-Chief, and shall be ratified by a majority vote of each constituent Camp.

b. The by-laws shall prescribe as follows:

First The name by which said Council is to be known. The word Municipal or Vicinity, as the case may be, need not be a part of such name. Neither need the word Council be a part of such name.

Second. The officers and provisions as to the time and manner of election and the duties of such officers. It may be prescribed that the offices of Secretary and Treasurer may be held by the same member.

Third. The standing and other committees and how and when they are to be chosen, and the duties of such committees.

Fourth. The time and place of meeting, and the manner of calling meetings.

Fifth. The duties to be performed and the powers to be permanently exercised by the Council, so far as they can be anticipated.

Sixth. Any other regulations that seem desirable to promote the objects of the organization.

c. The by-laws may be added to or amended at any meeting of the Council, by a two-thirds vote of the members present and voting, provided that seasonable notice of such proposed amendment has been given to each member; but all such additions and amendments, before taking effect, shall be ratified by the constituent Camps and be approved by the Department Commander or Commander-in-Chief in the same manner as required at the time of the adoption of such by-laws.

Section 129. Reports. Each Council may and if ordered, shall, through its officers, render a written report of its doings in any year to the Department Commander of the Department in which located; if unattached, to the Commander-in-Chief. A copy of such report shall be submitted to each constituent Camp. The copy of said report which is submitted to a Camp shall be countersigned by the members representing such Camp, who may add remarks and recommendations as may appear to such members to be of interest to the Camp.

Section 130.—Withdrawal of Camps from Vicinity Councils. By a vote of its members present and voting at a meeting thereof, any constituent Camp may withdraw from a Vicinity Council. After notice of such action has been given to the Secretary of the Council,

such Camp shall not be liable for any obligation, financial or otherwise that may be subsequently contracted by the council; provided, however, that to the extent that the Council shall not have funds at the time sufficient therefor, a Camp so withdrawing shall be held liable for its proportion of all obligations lawfully contracted while such Camp was connected with the Council.

Section 131. Dissolution. a. Vicinity Councils may be summarily dissolved by the Department Commander, or if the constituent Camps are unattached, by the Commander-in-Chief for acts contrary to the Rules and Regulations, the by-laws of the Department, or the lawful orders of superior officers, or for entering upon any undertaking which is manifestly to the detriment of the organization. In the event of such summary dissolution, a Council shall have the right of appeal to the Committee on Appeals and Grievances.

b. When all the constituent Camps but one wish to withdraw, a Vicinity Council shall be dissolved.

c. Whenever a Vicinity Council is dissolved, its personal property, excepting cash on hand, shall be sold, and the proceeds placed in its treasury. All financial obligations shall then be discharged from its funds, and the

balance, if any, divided *pro rata* among the Camps represented at the time of dissolution. If there shall be a deficit, a *pro rata* assessment shall be levied on and paid by such Camps. All records and vouchers of the Council shall be turned over to Department Headquarters of the Department in which said Council was located, or, if the constituent Camps were unattached, the National Headquarters.

Part Four

DEPARTMENTS AND
PROVISIONAL DIVISIONS

Sub-Part One

DEPARTMENTS

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Article I. FORMATION.

Section 132. Institution. All the Camps located in any state, territory, district, or possession, except traveling Camps, may be or-

ganized as a Department by the Commander-in-Chief; provided, however, that no Department shall consist of less than four Camps.

Section 133. Departments of Two or More States. All the Camps, being not less than four in number, located in two or more adjacent states, territories, districts, or possessions, except traveling Camps, may be organized as a Department by the Commander-in-Chief, whenever it shall appear that such action will advance the interests of the organization therein. Camps located in foreign territory may likewise be formed into Departments or affiliated with Departments adjacent to said territory by the Commander-in-Chief.

Section 134. Negro Departments. Where there are four or more Camps, all the members of which Camps, respectively, are negroes, located in a state or group of states or other subdivisions of the United States or any foreign territory, as provided in sections 132 and 133 hereof, all of such negro Camps located in any state, or in two or more adjacent states, or other subdivisions of the United States, may be organized as a separate Department by the Commander-in-Chief whenever it shall appear that such action will advance the interests of the organization therein; and all negro Camps, except traveling Camps, thereafter instituted

within the territorial limits of such Departments shall be attached thereto.

Section 135. Name. The name or designation of the Departments shall be selected by the Commander-in-Chief, and shall be expressive of the territorial limits or location thereof, viz., "Department of," inserting some geographical appellation which will indicate the state, territory, district, or possession, or the section of the United States within its jurisdiction. Negro Departments shall be designated by appropriate geographical appellations not already applied to any white department.

Section 136. Procedure on Organization. a. When the Commander-in-Chief shall have decided upon the organization of a Department, he shall issue a commission addressed to a National officer, preferably one who is a member of a Camp to be included in the proposed Department, directing him to assemble a convention of the Commanders, Senior and Junior Vice Commanders, and delegates from all the Camps within the territorial limits of the proposed Department. Each Camp shall elect its delegates by ballot, together with an equal number of alternates, and shall be entitled to one delegate for every fifty members in good standing in the Camp, or major fractional part

thereof; provided, however, that each and every Camp shall be entitled to at least one delegate.

b. The convention, having been called to order, and the commission read by the officer named therein, who shall act as temporary presiding officer, shall at once proceed to elect officers, who shall be immediately installed by the temporary presiding officer. A code of by-laws shall then be adopted, and such other business transacted as is necessary and proper to provide for the carrying on of the affairs of the Department. The Department Commander should, before adjournment, announce the names of those comrades selected by him to fill the appointive offices.

c. The officer to whom the commission was issued shall return it with the proceedings of the convention certified thereon and attested by the Department Commander and the Department Adjutant, together with a copy of the by-laws adopted. The proceedings appearing to have been regular and the by-laws to be consistent with the Rules and Regulations, the Commander-in-Chief shall issue special orders, officially constituting the Department; and all Camps, except traveling Camps, then and thereafter located within the territorial limits specified in said charter shall then and thereafter be and remain under the

jurisdiction of the Department so long as said charter shall remain unrevoked, except as provided in section 134 hereof.

Section 137. Subdivision of Departments. a. Whenever the Camps in a Department, the jurisdiction of which extends over a large tract of country, become so numerous and are so widely dispersed that it is expedient to form the same into two or more smaller Departments, each embracing one or more states or other subdivisions of the United States and its possessions, the Commander-in-Chief may proceed to issue commissions for forming the same, in the same manner as is herein prescribed for forming a new Department. In such case, the charter and records of the divided Department shall be turned over to National Headquarters, and new charters issued to each new Department created therefrom. All funds and property which may be in the possession of the divided Department shall be distributed *pro rata* among the new Departments.

b. Departments comprising only one state or other subdivision of the United States and its possessions shall not be subdivided except by special enactment of the National Encampment. In case of such enactment, the Commander-in-Chief shall proceed to form the au-

thorized Departments in accordance with the provisions of subsection a of this section.

Section 138. Traveling Camps. Whenever a traveling Camp is likely to be located for a considerable period of time at a station which is within the territorial limits of a Department, it may, upon petition approved by the Department Commander, be attached by the Commander-in-Chief to such Department during its sojourn within the territorial limits thereof, and while so attached it shall be entitled to all the privileges, and subject to all the obligations of Camps permanently included in such Department; provided, however, that it shall appear from such petition that not less than two-thirds of the members of such Camp are in favor of becoming attached to said Department; provided, further, that there is reasonable ground for believing that said Camp will remain within the territorial limits of said Department for at least two years; and provided, further, that upon removing from said limits such Camp shall thereby at once become detached from said Department and resume its status as a traveling Camp unless it becomes attached, in like manner, to another Department.

Article II.

GOVERNMENT OF DEPARTMENTS.

Section 139. Vested Powers. Subject to the governing powers of the National organization, the government of each Department, respectively, is vested in a supreme legislative body to be styled the Department Encampment, and a chief executive to be styled the Department Commander.

Section 140. Districts. For the better management of the affairs of a Department, the territory lying within its jurisdiction shall be divided into Districts, each to be under the supervision of a District Inspector. The number and extent of such Districts shall be established by the Department Commander, with the advice and consent of the Department Council of Administration, and may be altered from time to time.

Section 141. Headquarters. The office of the chief executive of a Department shall be styled "Department Headquarters," and shall be located at the place of residence of the Department Commander, or as otherwise designated by him in orders.

Article III.

DEPARTMENT ENCAMPMENTS.

Section 142. Composition. A Department Encampment shall consist of members as follows:

First. The Department officers for the time being, both elective and appointive, except Department Aides-de-Camp; provided, however, that each Department may specify in its by-laws that District Inspectors as such shall not be members of the Department Encampment.

Second. The Commander-in-Chief and all Past Commanders-in-Chief, provided that they are members in good standing of Camps of the Department.

Third. All Past Department Commanders of any Department who are members in good standing of Camps of the Department.

Fourth. The Commanders, Senior Vice Commanders, and Junior Vice Commanders, for the time being, of all Camps of the Department, provided they are in good standing in their respective Camps, which must likewise be in good standing.

Fifth. All Past Commanders of any Camp who are members in good standing of Camps of the Department.

Sixth. Delegates, or their alternates, in good standing, from the several Camps of the Department in good standing, chosen as prescribed in section 84 hereof. The stated ratio of such delegates and alternates and the method by which a Department Encampment may change such ratio are also prescribed in said section.

Section 143. Stated Conventions. A stated convention of each Department Encampment shall be held annually between the first day of February and the first day of August, at such time as may be fixed by the by-laws of the Department and at such place as may have been designated by the Department Encampment at its next preceding stated convention; provided, however, that if the by-laws of the Department do not prescribe the time for holding the stated convention, the Department Commander, with the advice and consent of the Department Council of Administration, shall fix the date of any stated convention that may be due to be holden in his term of office; and provided, further, that if the Department Encampment shall, in any year, fail to appoint the place of its next stated convention, the Department Commander, with the advice and consent of the Department Council of Administration shall select the same. Should it become

expedient to change the time of a stated convention to a date different from that prescribed in the by-laws, or to change the place from that designated by the Department Encampment, the Department Commander with the consent of a majority of the Department Council of Administration shall appoint the time, or, with the consent of the Department Council of Administration expressed in a two-thirds vote, shall change the place for such convention.

Section 144. Special Conventions. The Department Commander, with the advice and consent of the Department Council of Administration, may convene the Department Encampment in special convention for the transaction of urgent business, at such time and place as may be determined by the Department Council of Administration; but no business shall be transacted at a special convention of a Department Encampment except that specified in the order therefor.

Section 145. Conventions: How Called. An official call shall be issued by the Department Commander at least thirty days prior to the date of any convention of a Department Encampment.

Section 146. Quorum. At a convention of a Department Encampment a majority of the members shall constitute a quorum.

Section 147. Order of Business. The order of business at a stated convention of a Department Encampment shall be as nearly as practicable that hereinafter prescribed for the National Encampment. Whenever conditions permit, an informal session similar to that authorized for the National Encampment in section 204 hereof, and for like purposes, may be held by the Department Encampment.

Section 148. Voting at Conventions and Meetings. Each member present at a convention of a Department Encampment shall be entitled to one vote, and no proxies or pairs shall be counted. Whenever a comrade holds more than one office, each of which carries with it a seat in the Department Encampment, he shall sit and vote for the highest office held by him, the others remaining unrepresented. This rule shall also apply to meetings of the Department Council of Administration and to votes thereof taken by mail.

Section 149. Representation by Alternates. Delegates alone may be represented by alternates at a stated or special convention of a Department Encampment from which they

absent themselves. In case of the absence of members of the Department Encampment who are entitled to seats by virtue of present or past office, their seats shall be vacant.

Article IV.

DEPARTMENT COUNCIL OF ADMINISTRATION.

Section 150. Composition. The elective officers of a Department and such other officers, and past officers, as may be designated in the by-laws of the Department shall constitute its Department Council of Administration.

Section 151. Duties and Powers. A Department Council of Administration shall perform and exercise such duties and powers as may be prescribed in the Rules and Regulations and the by-laws of the Department, and such additional duties and powers as shall have been expressly imposed upon and delegated to it by the Department Encampment.

Section 152. Meetings of Department Council of Administration. Meetings of a Department Council of Administration shall be held at such times and places as the Department Commander may direct. Whenever the actual assembling of the members of a Department Council of Administration will, in the judg-

ment of the Department Commander, involve undue expense, the votes and opinions of the members shall be obtained by mail, the question on which action is to be taken having been seasonably submitted to each member by letter or circular setting forth the proposition in sufficient detail to define the issue involved.

Section 153. Quorum. At a meeting of a Department Council of Administration a majority of the members shall constitute a quorum.

Article V.

DEPARTMENT OFFICERS.

Section 154. Eligibility to Office. All comrades of the UNITED SPANISH WAR VETERANS in good standing in a Camp of the Department shall be eligible to any office in their Department; provided, however, that no comrade shall hold the office of Department Judge Advocate unless he be a member of the bar of the territory included within the Department; provided, further, that no comrade shall hold the office of Department Surgeon unless he be a legally competent to practise medicine under the laws of territory included within the Department; and provided, further, that no comrade shall hold the office of Department

Chaplain unless he be a professed member of some religious sect or denomination; and in case no comrades can be found in the Department who possess the foregoing qualifications, respectively, for the offices of Department Judge Advocate, Department Surgeon, or Department Chaplain, such office shall remain vacant until some eligible candidate is available. No comrade shall be selected for an office who has not given his consent thereto.

Section 155. Roster. The officers of each Department shall be as follows, viz., a Department Commander, a Senior Vice Department Commander, a Junior Vice Department Commander, a Department Chief of Staff, a Department Adjutant, a Department Quartermaster, a Department Inspector, a Department Judge Advocate, a Department Surgeon, a Department Chaplain, a Department Patriotic Instructor, a Department Marshal, a Department Historian, as many District Inspectors as there are Districts in the Department, and as many Department Aides-de-Camp as may be necessary, but not more than one to each Camp. There may also be no more than two Assistant Department Adjutants and no more than two Assistant Department Quartermasters.

Section 156. How Chosen. The Department Commander, the Senior Vice Department

Commander and the Junior Vice Department Commander shall be elected by the Department Encampment; the Department Chief of Staff, the Department Adjutant, the Department Quartermaster, the District Inspectors and the Department Aides-de-Camp shall be appointed by the Department Commander; the Assistant Department Adjutants and Assistant Department Quartermasters shall be appointed by the Department Commander, upon the recommendation of their respective chiefs when practicable. All other Department officers shall be elected by the Department Encampment, or appointed by the Department Commander, as the by-laws of the Department shall provide. Elective officers shall be chosen by ballot, by the Department Encampment, at its stated convention, by a majority vote of the members present and voting, and shall be immediately installed in office to serve for the term of one year, or until their successors are duly elected and installed. Appointive officers need not be formally installed in office, and when duly qualified shall serve until their respective successors are appointed and qualified; provided, however, that Department Aides-de-Camp shall serve during the term of the Department Commander appointing them, leaving office with him, unless sooner removed. In case an officer elected is not present to be

formally installed at the convention of the Department Encampment at which he is elected to office, the Department Commander shall obligate him to fulfil and perform the duties of his office at the first convenient opportunity, or shall detail some other Department officer to do so, and this shall as fully qualify him to assume and discharge the duties of his office as would a formal installation.

Section 157. Officers Pro Tempore. The Department Commander may, in the temporary absence or inability of a Department officer, elective or appointive, or until a vacancy in an elective office can be filled, or whenever the interests of the Department require, detail any comrade as an acting officer. Such acting officer may sit in conventions of the Department Encampment or meetings of the Department Council of Administration for the purpose of discharging the duties of the office, but he shall not, by virtue of such *pro tempore* office, be entitled to speak or vote unless he holds membership in such body as the regular incumbent of some other office or as a delegate. The official and lawful acts of an acting officer shall be of full force and effect.

Section 158. Removal of Appointive Officers. The Department Commander may remove appointive officers from office at pleasure, and he

shall, at the request of the head of an administrative bureau, upon representation of neglect of duty, remove an assistant of the officer preferring the request.

Section 159. Vacancies in Appointive Offices: How Filled. Vacancies in appointive offices shall be filled at any time in like manner as is provided for original appointment.

Section 160. Vacancies in Elective Offices: How Filled. a. Should the office of Department Commander become vacant, the Senior Vice Department Commander shall succeed to the same for the balance of the unexpired term, and the Junior Vice Department Commander shall succeed him in his office for the balance of the unexpired term.

b. Vacancies in elective offices, other than that of Department Commander, shall be filled by a majority vote of the Department Council of Administration, notice of the election having been given seven days at least before it is held.

Article VI.

DUTIES OF OFFICERS.

Section 161. Department Commander. The duties of the Department Commander shall be as follows:

a. As chief executive of the Department he

shall enforce, within the Department, the laws of the National organization, the lawful orders of superior officers and the by-laws and enactments of the Department Encampment, and for this purpose he shall issue such orders as may be necessary.

b. He shall preside at all conventions of the Department Encampment and at all meetings of the Department Council of Administration.

c. He shall appoint all Department officers and committees, and detail all Department courts, commissions, and boards the selection of which is not otherwise provided for.

d. He shall serve as a member, *ex officio*, on all committees of the Department and of the Department Council of Administration.

e. He shall make rulings on questions submitted to him by the Commanders of the Camps of the Department, involving the interpretation and application of the by-laws of the Camps, the by-laws of the Department and the enactments of the Department Encampment, which rulings shall govern; provided, however, that an appeal from any such rulings can be made to the Committee on Appeals and Grievances.

f. He shall review, and approve or disapprove, the rulings of Commanders on questions not involving discipline, on which an appeal has been taken from the Commander to the

Department Commander, and such action shall be final unless an appeal is taken to the Committee on Appeals and Grievances.

g. He shall forward to the Department Judge Advocate for his information a copy of all rulings made by the Commander-in-Chief on questions submitted to him by the Department Commander relative to the interpretation and application of the laws of the National organization.

h. He shall be the custodian of all bonds and securities as trustee for the Department organization.

i. He shall countersign all warrants approved by him, drawn by the Department Adjutant, for the payment of money from the funds of the Department, being accountable therefor.

j. He shall countersign all requisitions for supplies, approved by him, drawn by the Department Quartermaster.

k. He shall see that all dues and all reports required to be rendered or forwarded to National Headquarters or to designated officers, by the officers of the Department in accordance with provisions of the Rules and Regulations and the lawful orders of superior officers, are rendered or forwarded without delay.

l. He shall personally sign all communications sent from Department Headquarters to

National Headquarters, and shall personally indorse all reports and communications of subordinate officers forwarded through Department Headquarters to National Headquarters.

m. He shall indorse all applications for charters for Camps to be located within the territorial limits of the Department.

n. He shall perform all duties required of him by the Rules and Regulations in connection with Camp Courts-Martial and shall review the proceedings in all cases tried by courts-martial by him appointed, and approve or disapprove their records, findings, and sentences in all cases wherein the sentence directed is less than that of dishonorable discharge; and shall indorse and forward to the Commander-in-Chief the records of all courts-martial wherein the sentence directed is that of dishonorable discharge.

o. He shall, whenever a dispute shall arise as to the amount due from a Camp of the Department for Department per capita tax or any fees or charges, decide as to the amount to be paid by the Camp and upon payment of the amount by the Camp under protest, shall refer the matter to the Department Council of Administration for a hearing and if said Council shall decide that an injustice has been done, he shall return to

the Camp such amount as the Council shall declare to be in excess of the amount due.

p. He shall render to the stated convention of the Department Encampment a complete report in writing of his administration, showing the condition of the Department in all material respects; which report shall include a summary of the reports previously furnished to him by the Department Adjutant, the Department Quartermaster, the Department Judge Advocate, the Department Patriotic Instructor, and the Department Historian, and may contain such matters of interest and such recommendations as he deems to be of value to the Department Encampment.

q. He shall see that the Department Adjutant and the Department Quartermaster appointed by him, unless they are continued in office by his successor, turn over to their successors in office all property, and in the case of the Quartermaster all funds, of the Department for which they may be accountable, and shall be held responsible for any delay on the part of these officers in performing these duties in accordance with the provisions of the Rules and Regulations.

r. He shall exercise general supervision over the Department, and, in general, he shall perform such duties and exercise such powers as are prescribed for him in specific cases by

the provisions of the Rules and Regulations relating thereto, and by the by-laws and enactments of the Department Encampment of the Department, and such as pertain to a chief executive office of the Department.

Section 162. Vice Department Commanders. The Vice Department Commanders shall assist the Department Commander by counsel, or in such other manner as he may direct, and in case of his temporary inability, shall fill his place according to seniority.

Section 163. Chairman Pro Tempore. In case of the absence of the Department Commander and both the Senior and Junior Vice Department Commanders from a convention of the Department Encampment, a Past Department Commander, or, if considered advisable, a Past Commander-in-Chief, in the membership of the Department, shall be elected as presiding officer for the convention.

Section 164. Department Chief of Staff. The Department Chief of Staff shall perform such duties and have such powers in the Department as the Department Commander may delegate to him.

Section 165. Department Adjutant. The duties of the Department Adjutant shall be as follows:

a. He shall be chief of the Department Administrative Bureau of Records, Orders, Correspondence, and Revenue.

b. He shall keep a journal of the proceedings of all conventions of the Department Encampment and of all meetings of the Department Council of Administration, attesting the same by his signature.

c. He shall promulgate all orders, general and special, and all circulars of the Department Commander.

d. He shall, under the direction of the Department Commander, attend to all the official correspondence of Department Headquarters, including all communications passing through the same from subordinate to superior officers, and the reverse, submitting all communications addressed to superior officers to the Department Commander for his consideration and indorsement.

e. He shall submit all papers to the official scrutiny of the Department Commander, and carry out his directions respecting the same.

f. He shall examine all reports received at Department Headquarters, and see that there are no errors therein or omissions therefrom, and that indorsements which subordinate officers are required to make thereon and signatures thereto attached are in the proper handwriting of such subordinate officers: provided,

however, that, with the approval of the Department Commander, he may waive technical errors and omissions and failure on the part of subordinate officers to comply with the provisions of the Rules and Regulations and the by-laws of the Department in cases where the report is to remain with Department Headquarters, whenever and wherever in his judgment, with the approval of the Department Commander, the report or indorsement thereon is official and the interests of the organization will not suffer because of the error, omission, or irregularity. He shall return such report to the subordinate officer for correction, completion, proper indorsement, or signature in all cases where the interests of the organization appear to require correctness, completeness, personal indorsement, or personal signature of the subordinate officer, or when ordered to do so by a superior officer.

g. He shall, under the direction of the Department Commander, prepare all reports and returns of the Department required by the Rules and Regulations, or the orders of superior officers, except those which such Rules and Regulations or orders specifically prescribe shall be prepared by some other officer.

h. He shall forward promptly to the Adjutant General all National per capita tax re-

ceived from the Camps of the Department and shall transmit therewith a consolidated semi-annual report based upon the semi-annual reports of the Camps; provided, however, that when only a part of the Camps pay their per capita taxes promptly, said taxes shall be forwarded with partial consolidated reports.

i. He shall keep a roster of the Camps of the Department, with the names and addresses of the Commanders, Adjutants, and Quartermasters, transmitting a copy of the same to National Headquarters.

j. He shall keep a list of applicants rejected by Camps of the Department, reporting the same through channels to National Headquarters.

k. He shall keep the following books, records, and files:—

First. A *record book*, in which shall be kept the journal of the conventions of the Department Encampment and of meetings of the Department Council of Administration, together with such entries as the Department Encampment or the Department Council of Administration may direct.

Second. An *order book*, in which shall be entered all orders and circulars issued by the Department Commander.

Third. A *statistical book*, in which shall be entered in numerical order the names and num-

bers of the Camps of the Department, the number of members of the Camps, respectively, and the gains and losses in membership thereof as shown by the semi-annual reports rendered by the Camps from time to time, and all other data pertaining to the Camps of the Department that may be of permanent value to the Department and the Department officers.

Fourth. A *cash book*, in which shall be entered data showing the amount of each money payment made to the Department, the source from which received, and on what account due, together with data showing the disposition of such sums of money.

Fifth. A *warrant book*, in which shall be entered complete data in regard to warrants drawn on the Department Quartermaster, directing payments from the funds of the Department, including the number and date of the warrant, the amount, and to whose order made payable, and full details in regard to the purpose for which the payment from the funds of the Department is being made in each instance. The warrant book may consist of the stubs of a perforated book from which the warrants are successively removed as used.

Sixth. A *letters-sent book*, in which shall be entered copies of all correspondence originating with the officers at Department Headquarters upon official subjects, or, in lieu of

such letters-sent book, a file of carbon copies of letters sent.

Seventh. A file of all *letters received* which remain at Department Headquarters.

Eighth. A *letters-received book*, in which shall be entered memoranda of all official communications received by Department Headquarters, the originals of which do not remain on file.

Ninth. A *black book*, in which shall be recorded the names of all applicants for admission to membership who have been rejected by any Camp, so far as can be ascertained, and also the names of all persons who have been dishonorably discharged from membership.

Tenth. A file of all *orders and circulars* received from National Headquarters.

k. He shall receive all moneys due the Department, making a record of the same in his cash book, and deposit them without delay, in the name of the Department, with such banking institution as has been designated by the Department Commander as the depository of its funds, transmitting to the Department Quartermaster a duplicate deposit slip, stamped by the bank, for each deposit made, immediately after the making of such deposit.

1. He shall, under the direction of the Department Commander, draw all warrants on the Department Quartermaster, directing pay-

ments from the funds of the Department, pursuant to the authority of the by-laws of the Department or specific enactments of the Department Encampment; and he shall sign and present such warrants to the Department Commander for his approval and countersignature.

m. He shall be accountable for all property, including books, papers and records, of the Department turned over to him by his predecessor or added during his term of office, and shall turn over to his successor within ten days all such property, except that thirty days shall be allowed for the completion of the record of the stated convention of the Department Encampment.

n. He shall furnish to the Department Commander, just prior to the time for holding the stated convention of the Department Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall include all available data and statistics relative to the condition of the Department and of each Camp thereof, and a detailed statement of his receipts and payments on account of the Department, together with its assets and liabilities so far as they are matters of record in his bureau. He shall also add such observations and recommendations as to the transaction of business in his bureau as he may consider to be of interest to the Depart-

ment Commander. Said report shall be placed in the hands of the Department Commander on or before a day to be fixed by the Department Commander. He shall render like reports at such other times as the Department Commander or Department Council of Administration may require.

o. He shall not appropriate any of the money of the Department to his own use, as a loan or otherwise, and shall not lend the whole or any part thereof to any person.

p. He shall perform all other clerical duties rendered necessary or desirable in the proper management of the business of his bureau and not specifically pertaining to another administrative bureau.

q. He shall give bond, with an indemnity company as surety, for the faithful performance of his duties, in a sum at least double the amount of the funds and value of the property that are likely to be in his hands, the amount of such bond to be determined and the surety to be approved by the Department Commander.

Section 166. Department Quartermaster. The duties of the Department Quartermaster shall be as follows:

a. He shall be chief of the Department Administrative Bureau of Disbursements and Supplies.

b. He shall receive from the Department Adjutant duplicate deposit slips stamped by the bank, of all money deposited in the name of the Department, and shall charge the amount of such deposits on his books of account as cash received.

c. He shall be the custodian of all funds of the Department except when otherwise provided by the by-laws of the Department or by enactment of the Department Encampment, and shall pay out money only in accordance with the authority of the by-laws of the Department or enactment of the Department Encampment, and upon warrants drawn by the Department Adjutant and countersigned by the Department Commander ordering payment.

d. He shall keep books of account in which shall be entered in detail all receipts to and disbursements from the general fund, and separate books of account for each special fund of which he is the custodian.

e. He shall have custody of and sell to the Camps all supplies not issued directly from National Headquarters, in the event that the Department Headquarters shall handle supplies, charging therefor the prices fixed by authority of the National Encampment.

f. He shall keep an account with each Camp within the Department, in the event that the

Department Headquarters shall handle supplies, charging such Camps, respectively, with all amounts due the Department for such supplies, and giving proper credit for payments made on account thereof.

g. He shall make requisitions for supplies upon the Quartermaster General, or, in proper cases, upon the Adjutant General, using the form blanks prescribed for that purpose, having first obtained the approval and countersignature of the Department Commander to such requisition in each instance before forwarding the same to National Headquarters.

h. He shall be the custodian of all property belonging to the Department which is not intrusted to some other officer by the provisions of the Rules and Regulations or by the by-laws of the Department or enactment of the Department Encampment, and shall hold and dispose of the same under the direction of the Department Commander, or in the manner designated by the Rules and Regulations or by the by-laws of the Department or enactment of the Department Encampment.

i. He shall furnish from time to time, at the request of the Department Commander, a statement of all funds, supplies, and other property in his hands or under his control.

j. He shall furnish to the Department Commander, just prior to the time for holding the

stated convention of the Department Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall exhibit the extent and condition of all property, including supplies, in his custody, a statement of purchases and sales of supplies and the profits derived therefrom, in the event that the Department Headquarters shall handle supplies, and a statement of receipts and disbursements made by him on account of the general fund of the Department and of any special funds of which he is the custodian, and all assets and liabilities which are matters of record in his bureau, tabulated in such manner as to enable the Department Commander to render a concise statement of the financial condition of the Department to the Department Encampment. He shall also add such observations and recommendations as to the transaction of business in his bureau as he may consider to be of interest to the Department Commander. Said report shall be placed in the hands of the Department Commander on or before a day to be fixed by the Department Commander.

k. He shall turn over to his successor in office within ten days all funds, supplies, and property belonging to the Department, together with all books of account, vouchers, and

other records and papers pertaining to his bureau.

l. He shall not appropriate any of the money of the Department to his own use, as a loan or otherwise, and shall not lend the whole or any part thereof to any person.

m. He shall perform all other clerical duties rendered necessary or desirable in the proper management of the business of his bureau and not specifically pertaining to another administrative bureau.

n. He shall give bond, with an indemnity company as surety, for the faithful performance of his duties, in a sum at least double the amount of the funds and value of supplies and property that are likely to be in his hands, the amount of such bond to be determined and the surety to be approved by the Department Commander.

Section 167. Department Inspector. The duties of the Department Inspector shall be as follows:

a. He shall be chief of the Department Administrative Bureau of Inspection.

b. He shall personally make all inspections of Camps in the Department required by the Inspector General or the Department Commander to be made by him in person.

c. He shall supervise the work of the Dis-

strict Inspectors and receive and verify their reports.

d. He shall superintend the annual inspections of the Camps of the Department.

e. He shall inspect, or cause to be inspected, each Camp in the Department at least once during his term of office, and shall immediately thereafter render a written consolidated report in triplicate of such inspection to Department Headquarters, on the blank prescribed for that purpose, one copy to be forwarded to the Adjutant General, one copy to be sent to the Inspector General direct, and one copy to be retained at Department Headquarters.

f. He shall render to the stated convention of the Department Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall include an abstract of all inspections made during his term of office, and a consolidated tabulation of data of all inspection reports received by him in accordance with the Rules and Regulations.

g. He shall furnish special reports upon any subject that may be required of him by the Inspector General, the Department Commander, the Department Encampment, or the Department Council of Administration.

h. He shall require Camp officers to place at his disposal, or that of the District Inspec-

tors, for purposes of inspection, all books, papers, accounts, records, and proceedings of the Camp pertaining to the organization.

Section 168. Department Judge Advocate. The duties of the Department Judge Advocate shall be as follows:

a. He shall be chief of the Department Administrative Bureau of Law and Justice.

b. He shall assist the Department Commander, Department Encampment, and Department Council of Administration in interpreting and applying the by-laws of the Department, and the enactments of the Department Encampment, and in interpreting the by-laws of Camps.

c. He shall furnish his opinion and advice as to the laws of the territory included within the Department, when requested to do so by the Department Commander, the Department Encampment, or the Department Council of Administration.

d. He shall examine all records of courts-martial and courts of inquiry detailed by the Department Commander, and advise the latter as to any technical irregularities in the proceedings.

e. He shall examine all by-laws and amendments to by-laws submitted to the Depart-

ment Commander by the Camps, and see that they are consistent with the laws of the National organization and the by-laws of the Department.

f. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

g. He shall furnish to the Department Commander, just prior to the time for holding the stated convention of the Department Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall include a digest of the opinions furnished by him on questions of the interpretation and application of the by-laws of the Department and of Camps thereof, and enactments of the Department Encampment and of Camps of the Department, and a report on all other matters pertaining to the work of his bureau which have not been submitted to or passed upon by superior authority. He shall also add such observations and recommendations as to the laws of the organization as he may consider to be of interest to the Department Commander. Said report shall be placed in the hands of the Department Commander on or before a day to be fixed by the Department Commander.

Section 169. Department Surgeon. The duties of the Department Surgeon shall be as follows:

a. He shall be chief of the Department Administrative Bureau of Charity and Relief.

b. He shall render to the stated convention of the Department Encampment a report in writing, which shall consist of a consolidation of the reports rendered to him by the Surgeons, or by the Adjutants, of the relief work accomplished by the Camps of the Department during his term of office and shall include such health statistics as may have been required by the Surgeon General, to whom he shall forward a copy thereof ninety days prior to the stated convention of the National Encampment. He shall include in his report such observations and recommendations as in his judgment will be of value in the work of the bureau.

c. He shall, when requested, give such professional information and advice to the Department Commander, the Department Encampment, and the Department Council of Administration as may be required to enable them to properly carry out the purposes of the organization.

d. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

Section 170. Department Chaplain. The duties of the Department Chaplain shall be as follows:

- a. He shall be chief of the Department Administrative Bureau of Devotion and Morality.
- b. He shall conduct all devotional exercises of the Department Encampment.
- c. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

Section 171. Department Patriotic Instructor. The duties of the Department Patriotic Instructor shall be as follows:

- a. He shall be chief of the Department Administrative Bureau of Patriotic Instruction and Memorials.
- b. He shall supervise the work of the Patriotic Instructors of the Camps of the Department, and see that all directions received from the National Patriotic Instructor and the Department Commander in regard to the important constructive work of his bureau are faithfully carried out.
- c. He shall furnish to the Department Commander just prior to the time for holding the stated convention of the Department Encampment a report in writing, which shall consist of a consolidation of the reports rendered to him by the Patriotic Instructors of the work

in patriotic instruction accomplished, and of memorial exercises, observances and dedications held by the Camps during his term of office, and shall forward a copy thereof to the National Patriotic Instructor ninety days prior to the stated convention of the National Encampment. He shall include in his report such observations and recommendations as in his judgment will be of value in the work of the bureau.

Section 172. Department Marshal. The duties of the Department Marshal shall be as follows:

a. He shall act as Sergeant-at-Arms at all conventions of the Department Encampment.

b. He shall see that none but members of the Department Encampment participate in the business of the conventions of the Department Encampment, and to that end shall inform himself as to the names and identity of the comrades who are members thereof.

c. He shall, with the approval of the Department Commander, appoint as many assistants *pro tempore* as he may deem necessary to enable him to maintain order at any convention of the Department Encampment.

d. He shall perform such other duties as may be required of him by the Department

Commander or by enactment of the Department Encampment.

Section 173. Department Historian. The duties of the Department Historian shall be as follows:

a. He shall be chief of the Department Administrative Bureau of History.

b. He shall be the custodian of such books, manuscripts, pamphlets, relics, and like possessions relating to the Spanish American War and incidental campaigns, belonging to the Department, as the Department Commander may direct.

c. He shall furnish to the Department Commander just prior to the time for holding the stated convention of the Department Encampment, a report in writing which shall consist of a consolidation of the reports received from the Camp Historians of all notable events, except memorial exercises, observances and dedications, and all deaths which have occurred in the Camps during his term of office; said consolidated report shall also include the records of special individual war service rendered by the members of the Department and transmitted by the Camps to the Department Historian, who shall add to his report an account of all state legislation of a patriotic nature or of benefit to war veterans which has been

secured within the territory embraced by the Department during his term of office. Said report shall be placed in the hands of the Department Commander on or before a day to be fixed by the Department Commander, and a copy thereof shall be forwarded to the National Historian not later than ninety days prior to the stated convention of the National Encampment.

d. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

Section 174. Assistant Department Adjutants. The Assistant Department Adjutants shall assist the Department Adjutant in such manner as he may direct; provided, however, that to one of these officers shall be assigned the specific duty of taking charge of extension work throughout the Department under the direction of the Department Commander and of the Commander-in-Chief through the Adjutant General, and he shall keep and transmit to his successor in office a record in careful detail of all work in recruiting accomplished or attempted by him during his term of office, which record shall be incorporated in a report to the Department Commander to be furnished just prior to the time for holding the stated convention of the Department Encampment, a copy of which shall be

forwarded to National Headquarters without delay.

Section 175. Assistant Department Quartermasters. The Assistant Department Quartermasters shall assist the Department Quartermaster in such manner as he may direct.

Section 176. District Inspectors. The duties of the District Inspectors shall be as follows:

a. They shall be subordinate to the Department Inspector, and shall assist him in the work of his bureau in their respective Districts.

b. They shall, so far as possible, conduct the annual inspections of the Camps within their respective Districts, and shall render reports thereof in triplicate on the prescribed blank, which reports shall be forwarded immediately after each inspection to the Department Inspector.

c. They shall visit the Camps in their respective Districts from time to time during their term and observe and report to the Department Inspector any irregularities.

d. They shall instruct the Camps and their officers in the Ritual and the proper routine, and endeavor, by kindly advice and friendly counsel, to prevent or correct abuses, to allay dissatisfaction, and to promote harmony.

e. They shall perform any other duties per-

taining to the Bureau of Inspection which may be required of them by the Department Commander or the Department Inspector.

Section 177. Other Officers. All other Department officers, including the Aides-de-Camp on the staff of the Department Commander, shall perform such duties as may be required of them by the Department Commander, the by-laws of the Department, or by enactment of the Department Encampment.

Article VII.

COMMITTEES.

Section 178. Designation. The Department Commander shall appoint the following committees:

Committee on Credentials.

Committee on Auditing.

Committee on Legislation.

Committee on Enactments and Resolutions.

Section 179. Committee on Credentials. The Committee on Credentials shall consist of the Department Adjutant and two or more other members, to be appointed prior to the convening of a convention of the Department Encampment. It shall examine and report to the Department Encampment upon the creden-

tials of members at the opening of the convention, and shall submit with its report a list of duly accredited officers, past officers, and delegates present and entitled to participate in the convention.

Section 180. Committee on Auditing. The Committee on Auditing, constituted as shall be prescribed in the by-laws of the Department, shall audit, or cause to be audited, the books, records, and supplies of the Department Adjutant and the Department Quartermaster, and for this purpose shall require a copy of the annual reports from said officers and a supplemental report to within one day before the stated convention, with balanced bank book. The committee shall require said officers to turn over to it all books and papers in their possession containing such accounts. Said committee shall submit a report in writing to the stated convention of the Department Encampment.

Section 181. Committee on Legislation. The Committee on Legislation, constituted as shall be prescribed in the by-laws of the Department, shall make all proper efforts to promote the passage of such legislation within the state or states or other subdivisions of the United States included within the Department as may

be commended to it by the Department Encampment, the Department Council of Administration, or the Department Commander, and shall co-operate with the National Committee on Legislation in all matters in which its assistance may be invoked. The committee shall render to the stated convention of the Department Encampment a complete report in writing of the work accomplished during its term of service, and shall add such observations and recommendations as may be deemed to be of assistance to the Department Encampment.

Section 182. Committee on Enactments and Resolutions. The Committee on Enactments and Resolutions, constituted as shall be prescribed in the by-laws of the Department, shall be appointed before the convening or at the first session of a convention of the Department Encampment. It shall be the duty of the Committee on Enactments and Resolutions to consider and report on all proposed enactments and resolutions and matters that may be referred to it by the Department Encampment. The committee may also originate enactments and resolutions upon matters that it deems of interest to the organization, and report the same to the Department Encamp-

ment. The report of the committee shall be submitted in writing.

Section 183. Pro tempore Members of Committees. In the absence of regular members of any of the committees, the Department Commander may from time to time appoint members of the Department Encampment to act thereon in the place and stead of the regular members.

Section 184. Standing Committees. There shall be such other standing committees of the Department Encampment as the by-laws of the Department may prescribe.

Section 185. Special Committees. The Department Commander may appoint such additional committees as he may deem to be desirable to carry on and expedite the work of the Department, and such as he may be specially authorized to appoint by enactment of the Department Encampment.

Article VIII.

PER CAPITA TAX AND FEES.

Section 186. Department Per Capita Tax. The Department Encampment shall be empowered to establish the rate of per capita tax, not to exceed thirty-five cents on each member

of the Camps, respectively, to be paid by the several Camps of the Department for the use of the Department. In case of the failure of the Department Encampment so to provide, said tax shall be the maximum amount authorized by this section.

Section 187. Registration Fee. Departments may provide in their by-laws, respectively, for the payment by the Camps within their respective jurisdictions of a registration fee of not more than twenty-five cents for each recruit admitted to membership. Said fee shall be added to and included in the initiation fee charged by the Camp. Registration fees shall be collected by the Department Adjutant in such manner as may be provided by the Department by-laws or as the Department Council of Administration shall direct.

Article IX.

DELEGATES TO NATIONAL ENCAMPMENT.

Section 188. Delegates-at-Large. The Department Encampment, at the time of electing officers, shall choose four delegates-at-large to the National Encampment, and an equal number of alternates to serve for a term of like duration as the Department officers elected at the same time.

Section 189. Vacancies: How Filled. Vacancies in the offices of delegates-at-large shall be filled during the remainder of the term in which they occur by the alternates-at-large in the order in which they stand upon the list. Vacancies in the offices of delegates to complete the quota of the Department shall be likewise filled by the alternates in the order in which they stand upon the list. In the absence of a sufficient number of alternates to fill vacancies in the offices of delegates-at-large and delegates to represent Camps of a Department, the representatives of the Department in attendance at a convention of the National Encampment may elect acting delegates to serve in the place and stead of the regular delegates-at-large and other delegates, or to fill original vacancies caused by the failure of the Department Encampment or the Camps to elect, provided that such acting delegates shall be members in good standing of a Camp or Camps, respectively, of the Department the representatives of which shall so elect them. In no event shall a Department be represented by a delegate-at-large or a delegate or an acting delegate who is not a member in good standing of a Camp in good standing of such Department.

Section 190. Eligibility. Any comrade who is a member in good standing of a Camp in good standing within the jurisdiction of the Department shall be eligible to the office of delegate-at-large, delegate to complete the quota of the Department, or acting delegate, whether he be a member of the Department Encampment or not.

Article X.

BY-LAWS.

Section 191. Department By-Laws. Each Department shall, at the time of its institution, adopt a code of by-laws, which, with all subsequent additions thereto and amendments thereof, must be consistent with the laws of the National organization, and which, before going into effect, shall be submitted to the Commander-in-Chief for examination and approval. Department by-laws may be added to or amended at any stated convention of the Department Encampment by a two-thirds vote of the members present and voting, subject to the subsequent approval by the Commander-in-Chief of the addition or amendment adopted.

Sub-Part Two

PROVISIONAL DIVISIONS

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Article I.

FORMATION AND SUPERVISION.

Section 192. Definition. The Commander-in-Chief may, whenever in his discretion the interests of the organization demand it, create Provisional Divisions by setting off tracts of country of convenient size and appointing a Provisional Division Commander, who shall have supervision of all Camps located in the same; but no such Division shall be established to include any territory already within the jurisdiction of a Department, or unless there is a sufficient number of Camps in existence or in prospect within its proposed limits to render personal supervision necessary. The order

creating a Provisional Division shall specify each Camp that is to be under the supervision of the Provisional Division Commander.

Section 193. Administration. The Provisional Division Commander shall act as the personal representative of the Commander-in-Chief with respect to the Camps located in his Division, and as such shall visit the same or otherwise keep informed as to their progress, instruct their officers in the Ritual and regulations of the organization, and generally assist in promoting the welfare of the Camps. He will be particularly vigilant to detect and correct irregularities and to prevent delinquencies, and will promptly report any indications of such failings to the Commander-in-Chief. The Provisional Division Commander shall issue no orders nor interfere in the ordinary routine of his Camps, beyond calling attention to existing regulations and orders, except when expressly directed so to do by the Commander-in-Chief in particular instances, in which case he will be obeyed and respected to the extent of his deputed authority, as would the Commander-in-Chief if personally present. He shall make such reports and returns to the Commander-in-Chief as the Commander-in-Chief may require.

Section 194. Headquarters. The Headquarters of a Provisional Division shall be styled "Provisional Division Headquarters," and shall be located at the place of residence of the Provisional Division Commander, or as otherwise designated by the Commander-in-Chief.

Part Five

NATIONAL ORGANIZATION

Sub-Part One

NATIONAL ENCAMPMENT

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Article I.

POWERS AND COMPOSITION.

Section 195. Authority. The powers and composition of the National Encampment shall be in accordance with the provisions of article VI of the Constitution relating thereto.

Article II.

CONVENTIONS.

Section 196. Stated Convention. a. A stated convention of the National Encampment shall be held annually between the first day of August and the first day of October, at such time and place as may have been fixed by the National Encampment at the next preceding stated convention; provided, however, that if the National Encampment fails to fix the time or place for its next convention, or, having done so, it becomes expedient to change either the time or place, the Commander-in-Chief shall, with the advice and consent of the National Council of Administration, appoint the time,

and the National Council of Administration, shall, by a majority vote, select the place, or, by a two thirds vote, change the place from that designated by the National Encampment.

b. Each National Encampment shall be numerically designated in a series beginning with the first National Encampment of Spanish War Veterans which convened in 1899; provided, however, that numerical designations of the National Encampment given hitherto are hereby recognized.

Section 197. Proposals for Stated Conventions. Proposals made to the National Encampment under the eleventh order of business as to the place for holding its next stated convention shall be accompanied by such guarantees as the National Encampment may from time to time require.

Section 198. Approval of Entertainment. At the stated convention of the National Encampment, the plan for the entertainment of the members thereof proposed by the convention city shall be submitted to the Commander-in-Chief for his approval. No plan shall be approved which shall interfere with the business of the Encampment.

Section 199. Special Conventions. Special conventions of the National Encampment may

be called by the Commander-in-Chief, with the approval of the National Council of Administration expressed in a two-thirds vote, at such time and place as they shall appoint.

Section 200. Conventions: How Called. An official call shall be issued by the Commander-in-Chief at least sixty days prior to the date of any convention of the National Encampment, stated or special.

Section 201. Quorum. At all conventions of the National Encampment any number of members shall constitute a quorum, provided that representatives of not less than ten different Departments are present and sitting.

Section 202. Voting at Conventions. Each member present at a convention of the National Encampment shall be entitled to one vote on each matter considered and submitted for action, and no proxies or pairs shall be counted. All members shall vote on all questions unless excused by a vote of the National Encampment, to be taken without debate. Whenever a comrade holds more than one office, each of which carries with it a seat in the National Encampment, he shall sit and vote for the highest office held by him, the others remaining unrepresented; provided, however that National officers shall sit and vote as such.

Section 203. Representation by Alternates. Delegates alone may be represented by alternates at a stated or special convention of the National Encampment from which they absent themselves. In case of the absence of members of the National Encampment who are entitled to seats by virtue of present or past office, their seats shall be vacant.

Section 204. Order of Business at Stated Conventions. The stated convention of the National Encampment shall be opened at the time fixed as hereinbefore provided, and shall continue from day to day thereafter until all business shall have been disposed of, but in any event for at least three consecutive days. Whenever practicable an informal session shall be held at the time designated for the opening of the National Encampment, or prior thereto, which may be devoted to the reception of greeting committees, addresses of welcome and responses thereto, and the publication of details regarding the plan of entertainment devised by the committee of arrangements of the convention city. The order of business shall be as follows:—

1. Opening of the National Encampment in due form.
2. Report of the Committee on Credentials.
3. Reports of officers and committees.

4. Announcement or appointment of the Committee on Enactments and the Committee on Resolutions, and reception and reference without debate to said committees, respectively, of such proposed enactments and such proposed resolutions as have not been filed with the Adjutant General prior to the assembling of the National Encampment.

Second Day.

5. Nomination of officers for the ensuing year.

6. Report of the Committee on Enactments on matters referred to it, and action of the National Encampment thereon.

7. Report of the Committee on Resolutions on matters referred to it, and action of the National Encampment thereon.

8. Report of the Committee on Appeals and Grievances.

Third Day.

9. Election of Officers for the ensuing year.

10. Unfinished business.

11. Selection of the time and place for the next stated convention.

12. Installation of officers.

13. Closing of the National Encampment in due form.

Whenever the order of business for the day is not finished it shall be taken up on the following day before proceeding with the next

order of business, except that the nomination of officers for the ensuing year shall always be taken up as the first order of business on the second day, and the election of officers for the ensuing year shall always be taken up as the first order of business on the third day, and in each case completed before proceeding to the regular calendar; provided, however, that during the election of officers, so far as may be practicable, the National Encampment shall proceed with the regular order of business, suspending the same to receive the reports of the tellers and to ballot again when there has been no choice. An order of business which has been finished may be re-opened by a two-thirds vote of the National Encampment, or by the declaration of the presiding officer if no objection is raised thereto, at any subsequent period of the convention.

Section 205. Hours of Sitting. The following hours are established for each daily sitting of the National Encampment when in convention assembled: morning session, from 9:30 o'clock A. M. until 12:30 o'clock P. M.; recess from 12:30 o'clock P. M. until 2 o'clock P. M.; afternoon session, when deemed necessary, from 2 o'clock P. M. until 5 o'clock P. M.; provided, however, that the National Encampment may, by a two-thirds vote, direct changes in

the foregoing schedule to be observed on any specified day or days, and may, in like manner, direct evening sessions to be held.

Section 206. Annual Reports. At each stated convention of the National Encampment every retiring officer who is required by the provisions of the Rules and Regulations to make an annual report, and standing and special committees through their respective chairmen, shall present their reports in writing, or in printed form and such reports if not printed, shall be read, under the third order of business, by the officer or chairman personally, if present, or if absent, by a comrade designated by the presiding officer of the convention. This section shall not apply to the Committee on Credentials, nor to the Committee on Enactments, nor to the Committee on Resolutions, nor to the Committee on Appeals and Grievances, which committees shall present their reports, under the second, sixth, seventh, and eighth orders of business, respectively. All parts of annual reports which embody recommendations for proposed enactments shall be referred without debate to the Committee on Enactments; otherwise, to the Committee on Resolutions.

Section 207. Introduction of Business. a. All propositions offered for the consideration of the

National Encampment, except formal motions made in the ordinary course of the proceedings, complimentary motions, and recommendations contained in annual reports, shall be presented in writing and signed by the comrade introducing the same.

b. Such proposition shall be presented either in the form of an enactment or as a resolution. Propositions which, if adopted, will constitute an amendment to the Rules and Regulations, to the Ritual, to the ceremonies prescribed in the Book of Ceremonies, to forms of procedure and all special laws, shall be classified as enactments, while those which will merely express the wishes, opinion, or sentiment of the National Encampment on any matter not requiring legislative action shall be classified as resolutions.

c. Each enactment and resolution intended for presentation to the convention shall be written or printed, on one side only of a sufficient number of letter-size sheets, and may be filed with the Adjutant General prior to the opening of the convention, or presented under the fourth order of business, and in each case shall be referred to the proper committee, but shall not thereafter be received except by unanimous consent.

d. The following clause shall precede each proposed enactment; proposed amendments to

the Constitution and proposed special enactments to be specially designated, viz.:

Be it enacted by the National Encampment in convention assembled, and by the authority of the same, as follows:—

e. The following clause shall precede each proposed resolution; viz.:

Resolved, by the National Encampment of the United Spanish War Veterans, in convention assembled,

That (etc.)

f. The Committee on Enactments shall draft, and present with its report, appropriate enactments based upon such recommendations in annual reports referred to it as have received the approval of a majority of the committee, and in like manner the Committee on Resolutions shall draft and present appropriate resolutions recommended in annual reports to it referred and approved by a majority of the committee.

Section 208. Nomination of Officers. a. All candidates for elective offices, in order to become entitled to have their names printed on the official ballot, shall be nominated from the floor under the fifth order of business.

b. Beginning with the highest office the presiding officer shall call for nominations of

candidates for the same and shall give an opportunity to all who wish to present or second nominations to do so, after which the convention shall, by vote, declare the nominations for that office closed and proceed to the next office. No new nominations shall be received after such vote, except by the unanimous consent of the convention before passing to another order of business.

c. Nominating speeches for the office of Commander-in-Chief shall not exceed ten minutes each in duration, and for other officers they shall not exceed five minutes each in duration. Speeches seconding nominations for the office of Commander-in-Chief shall not exceed five minutes each in duration, and for other offices they shall not exceed three minutes each in duration.

d. Before proceeding with the nominations, the several candidates for the respective offices, or their representatives, shall notify the presiding officer in writing as to the names of the comrades who have been selected to nominate and second their respective nominations, and the presiding officer shall recognize such comrades in the order in which their names appear on the memoranda in preference to others who may address the chair.

Section 209. Election of Officers. a. The official ballot shall be printed in single column. the titles of the offices for which candidates are to be nominated to be in order of rank. and the names of candidates for each office in alphabetical order, commencing at the top, following the title of the office. After the list of candidates for each office, there shall be provided a blank line for the writing in of a name. At the right side of the ballot there shall be a square of appropriate size after each name and blank line. Only those candidates who have been duly nominated from the floor shall be entitled to have their names printed on the official ballot. At the conclusion of the nominations, the Adjutant General shall make up the official ballot and certify same, and cause the ballot so certified to be printed in due season for use at the election of officers. To vote, the comrade voting shall mark a cross (X) in the square at the right of a candidate's name as printed or a name written on the blank line.

b. The presiding officer shall cause two or more ballot boxes to be provided at different places in the convention hall, or, whenever practicable, in an adjoining room, and the roll of the convention to be divided into check lists equal in number to the ballot boxes.

Each elector shall vote at the ballot box

at which is located the check list on which his name appears, and the presiding officer shall seasonably publish such information as may be necessary to enable each elector to distinguish his polling place.

Upon proceeding to the ninth order of business the presiding officer, without a formal motion to that effect, shall appoint for each ballot box a committee of three tellers to receive the votes, the first-named in each case being the chairman. It shall be the duty of the chairman to supervise the balloting at the polling place to which he is assigned, assisted by his two colleagues, one of whom shall have charge of the ballot box, and the other of the check list.

The presiding officer shall also appoint a returning board of five members to receive the ballot boxes and check lists from the tellers at the conclusion of the balloting, and to sort, verify, and count the votes.

c. No candidate whose name appears in print upon the official ballot shall be eligible to serve as a teller or as a member of the returning board.

Whenever there is a contest over any office, representation shall be given the several candidates among the tellers and in the returning board so far as is practicable.

d. Each elector shall prepare an official bal-

lot and proceed to his polling place, where he shall give his name to the tellers, who shall repeat the same in an audible tone and, at the same time, mark at the left side thereof on the check list a dash (—). The elector shall then, and before any other name is checked, personally deposit his ballot in the ballot box.

The polls shall be open from 9:45 a. m. to 12 m., at which hour they shall be closed, unless the National Encampment, prior to the opening of the polls at any stated convention thereof, shall vote to change the hour for closing.

e. The returning board shall then count the votes and report the result to the convention. The acceptance of the report of the returning board shall be final, and no recount or other revision of the returns shall thereafter be in order. If it shall appear from the returns that no choice has been reached for one or more of the offices to be filled, successive ballots shall be taken until a choice is reached for every office, and all subsequent ballots shall be conducted as provided for the first.

The official ballot shall be used as long as the supply holds out, after which printed or written slips shall be received. When printed or written slips are used, the convention shall ballot for each office separately and the choice of an elector shall be indicated by writing the

name of the candidate on the slip or by voting a slip bearing the candidate's name in print, without marking a cross against the name as required on the official ballot.

Section 210. Action on Proposed Enactments and Resolutions. a. Under the sixth and seventh orders of business the Committee on Enactments and the Committee on Resolutions shall report on all propositions which have been referred to them, respectively, presenting each proposition separately. Each report shall include a brief explanation of the nature and effect of the particular measure and the recommendation of the committee thereon which, if favorable, will be worded "ought to pass," and if unfavorable, "leave to withdraw."

b. The committee shall submit a correct draft in suitable form for action of each measure reported by it except in case of measures on which the report is unanimously unfavorable. Should the National Encampment fail to sustain the committee in a unanimously unfavorable report, the measure, if not already in correct form, shall be recommitted with instructions to redraft the same.

c. Debate and action shall be had on each proposition reported by the committee before receiving the report on another measure.

Section 211. Unfinished Business. Under the tenth order of business the convention shall transact any business which does not properly belong under the classifications of the preceding orders of business, and shall take action on any petitions, appeals, or other communications which have been received prior to the passing to this order of business. Such petitions, appeals, or communications may be introduced at any time up to the opening of the tenth order of business, and if filed on or before the second day of the convention may, in the discretion of the Commander-in-Chief, be referred to the Committee on Appeals and Grievances or to a special committee for investigation, and shall be so referred if they involve matters concerning which no member of the National Encampment has positive information or which are in dispute.

Section 212. Order of Business at Special Conventions. The order of business to be observed at a special convention of the National Encampment shall be prescribed by the Commander-in-Chief, having regard for the objects for which such special convention is assembled, and with as close a conformity to the order of business prescribed for stated conventions as the circumstances will permit.

Section 213. Rules of Order. The following rules of order will govern all conventions of the National Encampment:

Rule 1. Each morning session shall be opened with prayer by the Chaplain-in-Chief, or in his absence by some other comrade, and the final session shall be closed in the same manner.

Rule 2. The presiding officer shall state every question properly presented to the National Encampment, and before putting it to a vote shall ask, "Is the Encampment ready for the question?" Should no member offer to speak, the presiding officer shall rise to put the question, and after he has risen no further discussion shall be in order.

Rule 3. The presiding officer shall announce the result of all votes and decide all points of order raised, subject to an appeal from his decision by the member raising the point of order to the National Encampment, which appeal shall, if the presiding officer so requires, be reduced to writing by the appellant, stating the grounds on which it is taken. The presiding officer may speak to points of order in preference to other members rising for the purpose. There shall be no debate on points of order unless the presiding officer invites it, or unless an appeal is taken.

Rule 4. When the National Encampment is

about to vote on an appeal taken from the decision of the presiding officer on a point of order; the presiding officer shall surrender the chair to some other member who is qualified to preside, who shall put the question thus: "Shall the decision of the chair be sustained by the National Encampment?"

Rule 5. A member who rises and addresses the chair shall announce his name and Department, which shall be entered on the records of the convention.

Rule 6. A motion may be withdrawn by the member making the same with the consent of the seconder before a vote is had thereon, and if so withdrawn no record thereof shall be made.

Rule 7. A question containing two or more distinct propositions shall be divided at the request of any member.

Rule 8. A member shall not be entitled to speak more than twice on any one question except to make an explanation when misrepresented; nor longer than ten minutes at one time unless further privileges shall be granted to him by a majority vote of the National Encampment.

Rule 9. A member shall not be interrupted while speaking except for the purpose of raising a point of order or by a member desiring

to make an explanation under a claim that he is being misrepresented by the speaker.

Rule 10. When speaking a member shall confine his remarks to the question before the National Encampment, and shall refrain from personalities, unbecoming language, or disrespect towards other members.

Rule 11. While on the floor of the convention members shall refrain from loud conversation and other conduct calculated to disturb a member who is speaking, or which is likely to hinder the transaction of business, and no one shall pass between the chair and a member who is addressing the National Encampment.

Rule 12. While a question is before the National Encampment the only motions in order shall be:

- a. To adjourn.
- b. To lay on the table.
- c. The previous question.
- d. To postpone indefinitely.
- e. To postpone to a definite time.
- f. To amend.

Such motions shall take precedence in the order named.

Rule 13. Not more than two amendments to a question shall be pending at the same time.

Rule 14. When the previous question is moved and seconded it shall preclude all other motions and debate, and shall be immediately

put to the National Encampment in the following form: "Shall the original question be now put?" If decided in the affirmative the original question shall at once be put to a vote without further debate, and in the same manner as if the previous question had not been moved.

Rule 15. A motion to adjourn shall always be in order except when a member is speaking, while a vote is being taken, or when a motion to adjourn has been lost and no other business has intervened.

Rule 16. A motion to adjourn shall not be subject to amendment except in case of a motion to adjourn to a stated time or place, which shall be open to amendment as to the time and place.

Rule 17. The yeas and nays may be required on any question at the call of any three members representing three different Departments, and shall be entered on the records of the convention.

Rule 18. When a question is postponed indefinitely it shall not again be in order at the same convention of the National Encampment except by unanimous consent.

Rule 19. A motion to reconsider shall be in order at any time during the same convention of the National Encampment, but it shall be made by a member who voted with the prevail-

ing side, or, in case of an equal division, by a member who voted in the negative. When a motion to reconsider is lost it shall not be renewed at the same convention.

Rule 20. When a majority report is followed by a report from the minority of a committee, the majority report, having been read, shall lie on the table until the minority report is presented, after which, on motion, either report may be considered.

Rule 21. When a report has been read it shall be considered to be properly before the National Encampment without a formal motion to accept the same, and no report properly before the National Encampment shall be withdrawn without its permission, to be granted or refused by a majority vote and without debate.

Rule 22. The following questions shall be put to a vote without debate:

- a. To adjourn.
- b. To lay on the table.
- c. The previous question.
- d. To take up any particular business.
- e. To refer back to an order of business which has been passed.
- f. To grant leave to speak.
- g. To grant leave to withdraw a report.
- h. To excuse from voting.

A motion to adjourn to a stated time and

place shall be open to debate as to the time or place.

Rule 23. A point of order, protest, or appeal shall not be in order while a vote is being taken, but shall be raised at the conclusion of the voting and disposed of before the result is declared.

Rule 24. Subject to the foregoing rules of order, the proceedings of the National Encampment when in convention assembled shall be governed by Robert's Rules of Parliamentary Practice.

Section 214. Roll Calls. The official roll of the National Encampment to be used at a convention in taking the yeas and nays and in balloting for officers shall bear the names of those members present at that convention only, who have duly presented their credentials and have been reported by the Committee on Credentials. The official roll shall be arranged in groups as follows: The first group shall contain the names of the Commander-in-Chief, Past Commanders-in-Chief, and the other National officers; the second group shall contain the names of all members from unattached Camps; and the remaining members shall be grouped by Departments. The Departments shall be listed in alphabetical order, according to the initial letter of the name or designation

thereof. The roll shall ordinarily be called in the order in which it is arranged, but whenever it shall appear that, for any reason, the members from a particular Department are likely to lose their votes if compelled to wait until reached in the ordinary progress of a roll call, as, for example, when compelled to depart on their homeward journey before the adjournment of the convention, the presiding officer shall direct such members to be polled forthwith upon being informed of such emergency.

Section 215. Publication of Proceedings. The reports of officers and committees presented to and the enactments and resolutions adopted by each convention of the National Encampment, the motions made from the floor of the convention and adopted, the composition of committees of the Encampment, matters pertaining to the nomination and election of officers and list of members who attended the convention, shall constitute the official report of the proceedings thereof to be printed; provided, however, that there may be incorporated a synopsis of the addresses of welcome and responses thereto, and a brief account of such business and social features of the convention as is deemed to be of interest to the organization. The preparation of said proceedings for printing shall be made under the

supervision of the Commander-in-Chief, or other permanent presiding officer in the absence or inability of the Commander-in-Chief, who presides at such convention. Said proceedings shall be prepared for printing within two months from the adjournment of such convention, and shall be forwarded to the Commander-in-Chief in office who shall have the same printed and distributed to the organization within two months from the time of receipt thereof. A copy of said printed proceedings shall be sent to each permanent member of the National Encampment, to each other member thereof present at the convention, to each Department Headquarters, and to each Camp. Not more than two hundred copies in excess of the number required to comply with the provisions of this section shall be printed unless the National Council of Administration shall, by vote, authorize the printing of a greater number. The surplus copies shall be distributed to such libraries, kindred societies, and individuals as the Commander-in-Chief may direct.

Sub-Part Two.

NATIONAL COUNCIL OF ADMINISTRATION

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Article I.

FORMATION AND FUNCTIONS.

Section 216. Composition. The National Council of Adminstration shall consist of the Commander-in-Chief, the Senior and Junior Vice Commanders-in-Chief, all National officers except National Aides-de-Camp, the several Department Commanders, and the Provisional Division Commanders for the time being.

Section 217. Duties and Powers. The National Council of Administration shall exercise

the powers prescribed for it in the Constitution, and such authority and powers, subject to the Constitution, as may be prescribed in the Rules and Regulations, or as may be expressly delegated to it by enactment of the National Encampment. In the interim between conventions of the National Encampment, the approval of the National Council of Administration by a majority vote, of any proposed emergency action by the Commander-in-Chief referred to it by him, shall authorize the Commander-in-Chief to take such action; provided, however, that reference of the same shall be made by him to the National Encampment at its next stated convention for its approval or disapproval.

Section 218. Meetings. Meetings of the National Council of Administration may be called by the Commander-in-Chief just prior to or during the convention of the National Encampment, and at the same place, and such meetings shall be called by him if five members of said National Council of Administration request the same in writing. At all other times the votes and opinions of the members of the National Council of Administration shall be obtained by mail, the question on which action is to be taken having been seasonably submitted to each member by letter

or circular setting forth the proposition in sufficient detail to define clearly the issue involved.

Section 219. Quorum. At meetings of the National Council of Administration nine members, representing not less than five Departments shall constitute a quorum.

Sub-Part Three

NATIONAL OFFICERS AND COMMITTEES

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Article I.

NATIONAL OFFICERS.

Section 220. Eligibility to Office. All comrades of the United Spanish War Veterans

who are in good standing shall be eligible to hold any National office; provided, however, that the Judge Advocate General shall be a member of the bar of the state or other subdivision of the United States in which he resides; provided, further, that the Surgeon General shall be a physician legally competent to practice medicine under the laws of the state or other sub-division of the United States in which he resides; provided, further, that the Chaplain-in-Chief shall be a professed member of some religious sect or denomination; and provided, further, that a comrade who has held an elective office during a full term shall not be eligible for re-election to such office until the expiration of one year from the date of his retirement from such office. No comrade shall be selected for an office who has not given his consent thereto.

Section 221. Roster. Besides the Commander-in-Chief, the Senior Vice Commander-in-Chief and the Junior Vice Commander-in-Chief, the National officers shall be a Chief of Staff, an Adjutant General, a Quartermaster General, an Inspector General, a Judge Advocate General, a Surgeon General, a Chaplain-in-Chief, a National Patriotic Instructor, a Provost Marshal, a National Historian, an Assistant Adjutant General, an Assistant Quar-

termaster General and as many Aides-de-Camp as, in the opinion of the Commander-in-Chief, the interests of the organization, for the time being, require. In addition, members of the National Council of Administration, other than National officers, shall be National officers *ex-officio*.

Section 222. How Chosen. The Chief-of-Staff, Adjutant General, Quartermaster General, Inspector General, Judge Advocate General, National Patriotic Instructor, Provost Marshal, National Historian, Assistant Adjutant General, Assistant Quartermaster General, and Aides-de-Camp shall be appointed by the Commander-in-Chief.

All other National officers shall be elected by the National Encampment at its stated convention by a majority vote of the members present and voting, and shall be immediately installed in office to serve for the term of one year, or until their successors are duly selected and installed. Appointive officers need not be formally installed in office, and shall serve until their respective successors are appointed; provided, however, that Aides-de-Camp in office at the end of the term of the Commander-in-Chief appointing them shall leave office with him. In case an officer-elect is not present to be formally installed at the convention of the

National Encampment at which he is elected to office, the Commander-in-Chief shall obligate him to faithfully perform the duties of his office at the first convenient opportunity or shall detail some other National officer to do so; and this shall as fully qualify him to assume and discharge the duties of his office as would a formal installation.

Section 223. Officers Pro Tempore. The Commander-in-Chief may, in the temporary absence of a National officer, elective or appointive, or until a vacancy in an elective office can be filled, or whenever the interests of the organization require, detail any comrade as an acting officer. Such acting officer may sit in conventions of the National Encampment or meetings of the National Council of Administration for the purpose of discharging the duties of the office; but he shall not, by virtue of such *pro tempore* office, be entitled to speak or vote unless he holds membership as the regular incumbent of some other office or as a delegate. The official and lawful acts of an acting officer shall be of full force and effect.

Section 224. Removal of Appointive Officers. The Commander-in-Chief may remove appointive officers from office at pleasure.

Section 225. Vacancies in Appointive Offices: How Filled. All vacancies in appointive offices shall be filled by the Commander-in-Chief.

Section 226. Vacancy in the Office of Commander-in-Chief: How Filled. a. Should the office of Commander-in-Chief become vacant, said office shall be filled in accordance with the provisions of section 2, article VIII of the Constitution.

b. In case of the death, resignation, or permanent inability of the Commander-in-Chief, and both the Senior Vice Commander-in-Chief and the Junior Vice Commander-in-Chief, the National Council of Administration shall elect an acting Commander-in-Chief, to serve until the next stated convention of the National Encampment, and until such acting Commander-in-Chief is elected the National officer highest in rank who is available shall discharge the duties of the office as Commander-in-Chief *pro tempore*.

Section 227. Vacancies in Elective Offices: How Filled. In case of a vacancy in an elective National office other than that of Commander-in-Chief, the Commander-in-Chief shall nominate a comrade to fill the same, and such nomination shall forthwith be submitted by mail to the National Council of Administra-

tion. If a majority of the members of the National Council of Administration, voting by mail, are in favor of confirming such nomination, the comrade so nominated shall be declared duly elected, and shall, as soon as convenient, qualify before the Commander-in-Chief or an officer detailed for the purpose in the manner prescribed for officers not present at a convention for formal installation.

Section 228. Resignations. A National officer desiring to resign from office shall tender a written resignation to the Commander-in-Chief, who is empowered to accept the same without reference to other authority. If the Commander-in-Chief desires to resign from office, he shall tender a written resignation to the Senior Vice Commander-in-Chief, who is empowered to accept the same without reference to other authority.

Article II.

DUTIES OF NATIONAL OFFICERS.

Section 229. General Provisions. In addition to the duties prescribed for National officers, as such, they will be governed by all the regulations in Part Four of these Rules and Regulations relating to Department officers and their duties with respect to all unattached Camps.

Section 230. Commander-in-Chief. The duties of the Commander-in-Chief shall be as follows:

a. In performing the functions of his office, he shall issue such orders as may be necessary, such orders to be consistent with the laws of the National organization.

b. He shall preside at all conventions of the National Encampment and at all meetings of the National Council of Administration.

c. He shall appoint all National officers and committees and detail all National courts, commissions, and boards the selection of which is not otherwise provided for.

d. He shall serve as a member, *ex officio*, on all National committees and committees of the National Council of Administration.

e. He shall make rulings on questions submitted to him by Department and Provisional Division Commanders and unattached Camps involving the interpretation and application of the laws of the organization, and such rulings shall govern; provided, however that an appeal from any such rulings may be taken to the Committee on Appeals and Grievances at the next stated convention of the National Encampment. He shall decide all questions of procedure and usage; provided, however, that in case such decision involves a suspension of any method of procedure established for the

government of the organization, he shall report the same to the National Encampment for its approval or disapproval.

f. He shall review the proceedings in all cases tried by courts-martial by him appointed, and approve or disapprove their records, findings, and sentences.

g. He shall review the proceedings in all cases tried by courts-martial appointed by Department Commanders wherein the sentence directed is that of dishonorable discharge, and approve or disapprove their records, findings, and sentences.

h. He shall be the custodian of all bonds and securities, as trustee for the National organization.

i. He shall select and promulgate to the organization a National countersign, to consist of not more than two words. A new countersign shall be issued by him at the beginning of each semi-annual term, for use during the ensuing term; provided, however, that he may change the same at any time when cause therefor arises.

j. He shall countersign all warrants approved by him, drawn by the Adjutant General for the payment of money from the funds of the National organization, being accountable therefor.

k. He shall have the power to make such

transfer of the duties of the officials serving at National Headquarters, one to the other, as conditions may require; provided, however, that any such official who is intrusted with the funds or property of the organization shall be bonded.

1. He shall have the power to prescribe the officers and the manner of their selection for any Camp that may be formed at National Headquarters or at the Headquarters of any Department for the enrollment of members recruited in territory not proximate to a Camp, and to fix the amount of dues and fees to be paid by the members of such Camps.

m. He shall, whenever a dispute shall arise as to the amount due National Headquarters from an unattached Camp for per capita tax or any fee or charge, decide as to the amount to be paid by the Camp, and upon payment of the amount by the Camp under protest, he shall refer the matter to the Committee on Finance for a hearing and if said committee shall decide that an injustice has been done, he shall return to the Camp such amount as the committee shall declare to be in excess of the amount due.

n. He shall see that the Adjutant General and the Quartermaster General appointed by him, unless they are continued in office by his successor, turn over to their successors in office

all funds and property of the organization for which they may be accountable, being held responsible for any delay on the part of these officers in performing these duties in accordance with the provisions of the Rules and Regulations.

o. He shall render to the stated convention of the National Encampment a complete report in writing of his administration, showing the condition of the organization in all material respects, which report shall include a summary of the reports previously furnished to him by the Adjutant General, the Quartermaster General, and the Judge Advocate General, and may contain such matters of interest and such recommendations as he deems to be of value to the National Encampment.

p. He shall exercise general supervision over the organization, and, in general, he shall perform such duties and exercise such powers as are prescribed for him in specific cases by the provisions of the Constitution and the Rules and Regulations relating thereto, and as may be prescribed for him by enactment of the National Encampment, and such as pertain to a chief executive officer.

Section 231. Vice Commanders-in-Chief. The Vice Commanders-in-Chief shall assist the Commander-in-Chief by counsel or in such

other manner as he may direct, and, in case of his temporary inability, shall fill his office according to seniority.

Section 232. Chairman Pro Tempore. In case of the absence of the Commander-in-Chief and both the Senior and Junior Vice Commanders-in-Chief from a convention of the National Encampment, a Past Commander-in-Chief shall be elected as presiding officer for the convention and shall superintend the preparation of the printed record of the proceedings thereof.

Section 233. Chief of Staff. The Chief of Staff shall perform such duties and have such powers as the Commander-in-Chief may delegate to him.

Section 234. Adjutant General. The duties of the Adjutant General shall be as follows:

a. He shall be chief of the National Administrative Bureau of Records, Orders, Correspondence, Revenue and Recruiting.

b. He shall keep a journal of the proceedings of all conventions of the National Encampment and of all meetings of the National Council of Administration, attesting the same by his signature.

c. He shall promulgate all orders, general

and special, and all circulars of the Commander-in-Chief.

d. He shall under the direction of the Commander-in-Chief, attend to all the official correspondence of National Headquarters.

e. He shall submit all papers to the official scrutiny of the Commander-in-Chief, and carry out his directions respecting the same.

f. He shall examine all reports received at National Headquarters and see that there are no errors therein or omissions therefrom, and that indorsements which subordinate officers are required to make thereon and the signatures thereto attached are in the proper handwriting of such subordinate officers; provided, however, that, with the approval of the Commander-in-Chief, he may waive technical errors and omissions and failure on the part of subordinate officers to comply with the provisions of the Rules and Regulations whenever and wherever in his judgment, with the approval of the Commander-in-Chief, the report or indorsement thereon is official and the interests of the organization will not suffer because of the error, omission, or irregularity. He shall return such report to the subordinate officer for correction, completion, proper indorsement, or signature in all cases where the interests of the organization appear to require correctness, completeness, personal indorse-

ment, or personal signature of the subordinate officer.

g. He shall refer all reports received and accepted by him to the proper officers respectively for attention and action thereon.

h. He shall, under the direction of the Commander-in-Chief, prepare all reports and returns of the National Encampment prescribed by authority, except such as the Rules and Regulations prescribe shall be prepared by some other officer.

i. He shall prepare forms of all books and blanks required for use by the organization, subject to the approval of the Executive Committee, except where a special enactment of the National Encampment provides otherwise.

j. He shall issue all books and blanks for which no charge is made.

k. He shall keep a copy of the rosters of the several Departments and Camps of the organization, with the names and addresses of the Department Commanders, Department Adjutants, Department Quartermasters, Commanders, Adjutants, and Quartermasters.

l. He shall keep a list of applicants rejected by Camps of the organization.

m. He shall keep a list of all persons dishonorably discharged from the organization, and shall publish semi-annually the names of such persons.

n. He shall keep such books and records, not herein specifically mentioned and required, as the Executive Committee or the Commander-in-Chief may direct.

o. He shall receive all moneys payable at National Headquarters, note them in a proper cash book and deposit them without delay in the name of the "NATIONAL HEADQUARTERS, UNITED SPANISH WAR VETERANS," with such banking institution as has been designated by the Commander-in-Chief as the depository of its funds, transmitting to the Quartermaster General a duplicate deposit slip stamped by the bank for each deposit made by him, immediately after the making of such deposit.

p. He shall, under the direction of the Commander-in-Chief, draw all warrants on the Quartermaster General, directing payments from the funds of the National organization, pursuant to the authority of the Rules and Regulations and specific enactments of the National Encampment; and he shall sign and present such warrants to the Commander-in-Chief for his approval and countersignature.

q. He shall render a written financial statement semi-annually to the Commander-in-Chief, which shall be printed and distributed.

r. He shall render in writing to the Auditing Committee a supplementary statement covering the period of time from the date of

the semi-annual statement published immediately prior to the convening of the stated convention of the National Encampment to the beginning of the last day of such stated convention; and subsequent to the rendering of such supplementary statement no money shall be received or paid out until after the incoming Commander-in-Chief shall have been duly installed in office.

s. He shall furnish to the Commander-in-Chief just prior to the time for holding the stated convention of the National Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall include all data and statistics relative to the condition of the organization which are on record, and a detailed statement of his receipts and payments on account of the organization, together with its assets and liabilities so far as they are matters of record in his bureau. He shall also add such observations and recommendations as to the transaction of business in his bureau as he may consider to be of interest to the Commander-in-Chief. Said report shall be placed in the hands of the Commander-in-Chief on or before a day to be fixed by the Commander-in-Chief.

t. He shall not appropriate any of the money of the National Encampment to his own use, as a loan or otherwise, and shall not lend

the whole or any part thereof to any person.

u. He shall be the custodian of all property of the National Encampment which is not intrusted to some other officer by the provisions of the Rules and Regulations or by enactment of the National Encampment, and shall hold and dispose of the same under the direction of the Commander-in-Chief, or in the manner designated by the Rules and Regulations or by enactment of the National Encampment, and turn over all property of the organization for which he may be accountable to his successor without delay.

v. He shall perform all other clerical duties rendered necessary or desirable in the proper management of the business of his bureau and not specifically pertaining to another administrative bureau.

w. He shall act as National recruiting officer, taking charge of extension work throughout the organization under the direction of the Commander-in-Chief, and shall keep and transmit to his successor in office a record in careful detail of all work in recruiting accomplished or attempted by him during his term of office, which record shall be incorporated in his report to the Commander-in-Chief to be furnished just prior to the time for holding the stated convention of the National Encampment.

x. He shall give bond, with an indemnity company as surety, for the faithful performance of his duties, in such amount as the Commander-in-Chief and the Committee on Finance shall fix, and with such indemnity company as surety as they shall approve, the amount of said bond to be not less than \$5,000.

Section 235. Quartermaster General. The duties of the Quartermaster General shall be as prescribed by the Commander-in-Chief and in general as follows:

a. He shall be chief of the National Administrative Bureau of Disbursements and Supplies.

b. He shall receive from the Adjutant General duplicate deposit slips stamped by the bank of all money deposited in the name of "NATIONAL HEADQUARTERS, UNITED SPANISH WAR VETERANS," and shall charge the amounts of such deposits on his books of account as cash received.

c. He shall be the custodian of all funds of the National organization, except when otherwise provided by enactment of the National Encampment, and shall pay out money only in accordance with the Rules and Regulations or enactments of the National Encampment, upon warrants drawn by the Adjutant

General and countersigned by the Commander-in-Chief ordering payment.

d. He shall keep books of account, in which shall be entered in detail all receipts to and disbursements from the general fund; and in like manner he shall keep separate books of account for each special fund of which he is the custodian.

e. He shall, under the direction of the Commander-in-Chief, contract for and purchase all books, blanks, badges, buttons, and other supplies for the use of the organization, and shall be the custodian of all such supplies which are kept for sale by National Headquarters.

f. He shall issue all supplies for which a charge is made and shall charge therefor such prices respectively as shall be in accordance with a schedule of prices fixed by the Commander-in-Chief and approved by the Committee on Finance.

g. He shall keep an account with each Department and with each Camp to which supplies may be sold direct, charging such Departments and Camps, respectively, with all amounts due for such supplies and giving proper credit for payments made on account thereof.

h. He shall furnish from time to time, at the request of the Commander-in-Chief, a

statement of all funds and supplies in his hands or under his control.

i. He shall render a written statement semi-annually to the Commander-in-Chief, showing the cost of all supplies and the expense of issuing the same, and all other items properly charged against the conduct of his bureau, together with the amounts received for supplies issued, the value of supplies on hand, and of other items properly credited to the conduct of his bureau, and showing the profit and loss made or sustained.

j. He shall render a written supplementary statement to the Auditing Committee, covering the period of time from the date of the semi-annual statement rendered immediately prior to the convening of the stated convention of the National Encampment to the beginning of the last day of such stated convention; subsequent to the rendering of which supplementary statement no supplies shall be bought or sold until after the incoming Commander-in-Chief shall have been duly installed in office.

k. He shall furnish to the Commander-in-Chief, just prior to the time for holding the stated convention of the National Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall exhibit all the data required in

sub-section **h** of this section, all receipts and payments by him on account of the general fund of the organization and of any special funds of which he is the custodian, and all assets and liabilities which are matters of record in his bureau, tabulated in such a manner as to enable the Commander-in-Chief to render to the National Encampment a concise statement of the financial condition of the organization. He shall also add such observations and recommendations as to the transaction of business in his bureau as he may consider to be of interest to the Commander-in-Chief. Said report shall be placed in the hands of the Commander-in-Chief on or before a day to be fixed by the Commander-in-Chief.

1. He shall turn over to his successor in office all funds, supplies, and property belonging to the National organization for which he may be accountable, together with all books of account, vouchers, and other records and papers pertaining to his bureau.

m. He shall not appropriate any of the money of the National organization to his own use, as a loan or otherwise, and shall not lend the whole or any part thereof to any person.

n. He shall perform all other clerical duties rendered necessary or desirable in the proper management of the business of his bureau and

not specifically pertaining to another administrative bureau.

o. He shall give bond, with an indemnity company as surety, for the faithful performance of his duties, in such sum as the Commander-in-Chief and the Committee on Finance shall fix, and with such indemnity company as surety as they shall approve, said bond to be in the sum of at least \$5,000.

Section 236. Inspector General. The duties of the Inspector General shall be as follows:

a. He shall be chief of the National Administrative Bureau of Inspection.

b. He shall make or supervise the making of all inspections of Department Headquarters and Camps determined upon by the Commander-in-Chief, and, with the approval of the Commander-in-Chief, he may require Department Inspectors to make such additional inspections of Camps within their Departments respectively as he may desire.

c. He shall supervise the work of Department Inspectors, and receive and verify their reports.

d. He shall furnish to the Commander-in-Chief just prior to the time for holding the stated convention of the National Encampment a complete report in writing of the work of his bureau during his term of office, which

report shall include an abstract of all inspections made during his term of office and a consolidated tabulation of data of all inspection reports received by him in accordance with the Rules and Regulations.

e. He shall furnish special reports upon any subject that may be required of him by the Commander-in-Chief, the National Encampment, or the National Council of Administration.

f. He shall require Department and Camp officers to place at his disposal, for the purpose of inspection, all books, papers, accounts, records, and proceedings of their Department or Camp pertaining to the organization.

Section 237. Judge Advocate General. The duties of the Judge Advocate General shall be as follows:

a. He shall be chief of the National Administrative Bureau of Law and Justice.

b. He shall assist the Commander-in-Chief, the National Encampment, the National Council of Administration, National committees and committees of the National Council of Administration, in interpreting and applying the laws of the National organization.

c. He shall furnish his opinion and advice as to the law of the land when requested so to do by the Commander-in-Chief, the Na-

tional Encampment, or the National Council of Administration.

d. He shall examine all records of courts-martial and courts of inquiry coming before the Commander-in-Chief for review, and advise the latter as to any technical irregularity in the proceedings.

e. He shall, when so directed by the Commander-in-Chief, examine and consider all appeals from decisions of Department Commanders, after hearing, on complaints from Camps or comrades, on questions involving interpretation of law only and render an opinion thereon to the Commander-in-Chief.

f. He shall examine and consider all questions of law referred to him by the Committee on Appeals and Grievances and render an opinion to said Committee in regard to such questions of law.

g. He shall examine all by-laws and amendments to by-laws of Departments and unattached Camps that may be submitted to him by the Commander-in-Chief, see that they are consistent with the laws of the National organization, and advise the Commander-in-Chief in regard thereto.

h. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

i. He shall furnish to the Commander-in-

Chief just prior to the time for holding the stated convention of the National Encampment, a complete report in writing of the work of his bureau during his term of office, which report shall include a digest of the opinions furnished by him on questions of the interpretation and application of the laws of the National organization, the by-laws of Departments and Camps, and of enactments of the National Encampment, Department Encampments, and Camps. He shall also add such observations and recommendations as to the laws of the organization as he may consider to be of interest to the Commander-in-Chief. Said report shall be placed in the hands of the Commander-in-Chief on or before a day to be fixed by the Commander-in-Chief.

Section 238. Surgeon General. The duties of the Surgeon General shall be as follows:

a. He shall be chief of the National Administrative Bureau of Charity and Relief and is authorized to collect and compile health statistics showing the physical effects of war service upon the members of the organization.

b. He shall render to the stated convention of the National Encampment a report in writing, which shall consist of a consolidation of the reports of the relief work accomplished by the organization during his term of office,

and add to the report such health statistics as he may have received from the subordinate officers of his bureau, and such observations and recommendations as in his judgment will be of value in the work of the bureau.

c. He shall, when requested, give such professional information and advice to the Commander-in-Chief, the National Encampment, and the National Council of Administration as may be required to enable them to properly carry out the purposes of the organization.

d. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

Section 239. Chaplain-in-Chief. The duties of the Chaplain-in-Chief shall be as follows:

a. He shall be chief of the National Administrative Bureau of Devotion and Morality.

b. He shall conduct all devotional exercises at conventions of the National Encampment.

c. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

Section 240. National Patriotic Instructor. The duties of the National Patriotic Instructor shall be as follows:

a. He shall be chief of the National Ad-

ministrative Bureau of Patriotic Instruction and Memorials.

b. He shall, under the direction of the Commander-in-Chief, plan and superintend the work of patriotic instruction and observance throughout the organization, and prepare forms for the required reports of Department Patriotic Instructors and the Patriotic Instructors of Camps.

c. He shall render to the stated convention of the National Encampment a report in writing, which shall consist of a consolidation of the reports of the work in patriotic instruction accomplished, and memorial exercises, observances and dedications held by the organization during his term of office, and add to the report such observations and recommendations as in his judgment will be of value in the work of the bureau.

Section 241. Provost Marshal. The duties of the Provost Marshal shall be as follows:

a. He shall act as Sergeant-at-Arms at all conventions of the National Encampment.

b. He shall see that none but members of the National Encampment participate in the business of conventions of the National Encampment, and to that end shall inform himself as to the names and identity of the comrades who are members thereof.

c. He shall, with the approval of the Commander-in-Chief, appoint as many assistants *pro tempore* as he deems necessary to enable him to maintain order at any convention of the National Encampment.

d. He shall perform such other duties as may be required of him by the Commander-in-Chief or by enactment of the National Encampment.

Section 242. National Historian. The duties of the National Historian shall be as follows:

a. He shall be chief of the National Administrative Bureau of History.

b. He shall render to the stated convention of the National Encampment a report in writing which shall consist of a consolidation of the historical and statistical reports received by him from the Department Historians and unattached Camps during his term of office, and add to the report such observations and recommendations as in his judgment will be of value in the work of the bureau.

c. He shall be the custodian of such books, manuscripts, pamphlets, relics, and like possessions relating to the Spanish American War and the incidental campaigns, belonging to the National organization, as the Commander-in-Chief may direct.

d. He shall perform such other duties pertaining to his bureau as may be, from time to time, required of him.

Section 243. Assistant Adjutant General. The Assistant Adjutant General shall perform such duties as the Commander-in-Chief or the Adjutant General may direct.

Section 244. Assistant Quartermaster General. It shall be the duty of the Assistant Quartermaster General to assist in the work at National Headquarters in such manner as the Commander-in-Chief or the Quartermaster General may direct.

Section 245. Other National Officers. All other National officers, including the Aides-de-Camp on the staff of the Commander-in-Chief, shall perform such duties as may be required of them by the Commander-in-Chief or by enactment of the National Encampment.

Article III.

NATIONAL COMMITTEES.

Section 246. Standing Committees. a. There shall be the following standing committees of the National organization, namely:
An Executive Committee.

A Committee on Appeals and Grievances.

A Committee on Finance.

A Committee on Legislation.

b. There shall be the following standing committees of the National Encampment, namely:

A Committee on Credentials.

A Committee on Enactments.

A Committee on Resolutions.

An Auditing Committee.

Section 247. How Appointed. All members of standing committees, except those who serve by virtue of their official positions, shall be appointed by the Commander-in-Chief, except as provided for the Committee on Appeals and Grievances in section 249 hereof. The Committee on Credentials shall be appointed prior to a convention of the National Encampment, and the Committee on Enactments and the Committee on Resolutions shall be appointed prior to or during such convention and shall serve until the adjournment without day thereof. All other standing committees shall be appointed as soon as practicable after the installation of the Commander-in-Chief, and shall serve until the adjournment without day of the next succeeding stated convention. When not otherwise prescribed, the

Commander-in-Chief shall designate the chairman of each standing committee.

Section 248. Executive Committee. The Executive Committee shall consist of the Commander-in-Chief as chairman, the Senior Vice Commander-in-Chief, the Junior Vice Commander-in-Chief, and two other comrades. It shall be the duty of the Executive Committee to act in an advisory capacity to the Commander-in-Chief.

Section 249. Committee on Appeals and Grievances. The Committee on Appeals and Grievances shall consist of not less than five nor more than seven comrades, and shall be appointed and constituted as provided in section 2, article VI of the Constitution. Whenever practicable one or more Past Commanders-in-Chief shall be appointed to the committee and one of them designated as its chairman. In accordance with the provisions of section 2, article VI, of the Constitution, and subject to the limitations prescribed therein as to the reversal or rejection of its decisions by the National Encampment, the Committee on Appeals and Grievances shall act as the court of final resort of the organization, and shall hear and determine all appeals from decisions denying new trial, and all matters re-

ferred to it by the National Encampment, the Commander-in-Chief, the National Council of Administration, or a Department Commander on complaints from Department Encampments, Councils, Camps or comrades, and shall perform all of the duties prescribed for it by the laws of the National organization. Exclusive of meetings called by the chairman of the committee while a convention of the National Encampment is in session, the committee shall not be convened more than twice in any one year, in which latter event it shall meet only by order of the Commander-in-Chief, who shall designate the place of such meeting. Should any member of this committee fail to be present at a convention of the National Encampment, the Commander-in-Chief shall vacate his appointment, and forthwith appoint a comrade to fill the vacancy in the manner provided for the original appointment.

Section 250. Committee on Finance. The Committee on Finance shall consist of three members, each of whom shall be a Past Commander-in-Chief. It shall be the duty of the Committee on Finance to pass upon and authorize such disbursements as are made subject to their approval by the Rules and Regulations or by enactment of the National En-

campment, and, in concurrence with the Commander-in-Chief, to regulate the price of supplies kept for sale by National Headquarters, to fix the amount and to approve the sureties of all bonds required to be furnished by National officers for the security of the organization.

Section 251. Committee on Legislation. The Committee on Legislation shall consist of five or more comrades. It shall be the duty of the Committee on Legislation to make all proper efforts to secure the enactment, by the Congress of the United States, of such public legislation as may be commended to it by the National Encampment, the National Council of Administration, or the Commander-in-Chief, and to co-operate with the Committees on Legislation of the several Departments in all matters in which its assistance may be invoked, and which are approved by the Commander-in-Chief. The committee shall render to the stated convention of the National Encampment a complete report in writing of the work accomplished during its term of service, and shall add such observations and recommendations as may be deemed to be of assistance to the National Encampment.

Section 252. Committee on Credentials. The Committee on Credentials shall consist of

the Adjutant General as chairman, and two or more other comrades. It shall be the duty of the Committee on Credentials to be in attendance prior to the opening of the convention of the National Encampment for which it shall have been appointed, to examine and report to the National Encampment at the opening of the convention upon the credentials of the members present, and to submit with its report a list of the duly accredited officers, past officers, and delegates present and entitled to participate in the convention. The committee shall examine and report upon the credentials of members who present themselves after the convention is opened, and in case of a contest for a seat therein, shall hear the parties and report its findings and recommendations to the convention.

Section 253. Committee on Enactments.

The Committee on Enactments shall consist of fifteen comrades. It shall be the duty of the committee to consider all proposed enactments, whether amendments to the Constitution, to the Rules and Regulations, to the Ritual, to the ceremonies prescribed in the Book of Ceremonies, to forms of procedure, and all proposed special enactments; and to report its recommendations thereon to the National Encampment.

Section 254. Committee on Resolutions.

The Committee on Resolutions shall consist of fifteen comrades. It shall be the duty of the Committee on Resolutions to consider all resolutions and other propositions introduced at a convention of the National Encampment, which do not involve amendments to the Constitution, to the Rules and Regulations, to the Ritual, to the ceremonies prescribed in the Book of Ceremonies, or to the forms of procedure, and to report its recommendations thereon to the National Encampment. The committee may also originate resolutions upon matters that it deems of interest to the organization, and report the same to the National Encampment.

Section 255. Auditing Committee.

The Auditing Committee shall consist of the Junior Vice Commander-in-Chief as chairman, and two other comrades. It shall be the duty of the Auditing Committee to audit, or cause to be audited under its supervision and direction, the books of account and vouchers of the Adjutant General and the Quartermaster General at the expiration of their respective terms of office; and for this purpose the committee shall be furnished with a copy of the semi-annual return of each of these officers brought up to the date of the final balancing of accounts by

means of a supplementary report. The committee shall employ a professional accountant to assist it in making its examination, and such accountant shall be paid for his services out of the funds of the National organization. For the purpose of making this audit, all books, vouchers, and other papers pertaining to the finances of the National organization shall be turned over to the committee at its request and the public accountant shall examine in detail the sources from which per capita and all other income have been received. The committee shall satisfy itself that the funds of the National organization are deposited with reputable banking institutions in the name of the organization, that all disbursements have been made in accordance with the Rules and Regulations and shall require the accounting officers having moneys of the National organization in their possession, and not on deposit, to exhibit the same in cash. The Auditing Committee shall also verify the supplies and other assets in the custody of the Adjutant General and the Quartermaster General and require a statement of all outstanding debts of National Headquarters and an estimate of all moneys due and unpaid to National Headquarters. In case any member of the Auditing Committee should be unable to attend the stated convention of the National Encampment, he shall sea-

sonably notify the Commander-in-Chief to that effect, and the Commander-in-Chief shall declare his place on the committee vacant and appoint to fill the vacancy a comrade who is present at such convention; provided, however, that such action shall be necessary, in the opinion of the Commander-in-Chief, to insure a proper audit of the accounts. The Auditing Committee shall submit its report in writing to the incoming Commander-in-Chief, who shall transmit a copy thereof to his predecessor in office, or the officer entitled to receive the same, for insertion into the proceedings of the stated convention of the National Encampment. The Commander-in-Chief may, at any time when in his opinion the interests of the organization demand it, direct the Public Accountant employed by the Auditing Committee to examine and report on the accounts of the Adjutant General and the Quartermaster General.

Section 256. Special Committees. The Commander-in-Chief shall appoint all special committees authorized or directed by enactment of the National Encampment unless the manner of their selection is otherwise directed by the enactment which creates them; and the Commander-in-Chief may, at any time when in his discretion the interests of the organization

demand it, appoint special committees and submit to them for consideration matters affecting the economy and welfare of the organization which are not included within the scope of any standing committee. When not otherwise prescribed in the enactment establishing a special committee the Commander-in-Chief shall designate the chairman thereof.

Section 257. Meetings of Committees. Subject to the specific provisions hereinbefore prescribed as to the meetings of particular committees, all committees, standing and special, may meet at any convenient time and place at the call of their respective chairmen, provided that no expense to the organization is thereby incurred; and the Commander-in-Chief may, by his order, direct any and all committees to convene, on his own initiative, or on application of their respective chairmen, in which case he shall specify or approve the time, place, and duration of the meeting and authorize the chairman to issue the call. The reasonable expenses of members of committees assembled in meeting, by order of or with the approval of the Commander-in-Chief, shall be paid out of the funds of the National organization, as shall also be paid the necessary charges for a place of meeting, stationery, clerical assistance, and other incidental expenses.

Sub-Part Four

NATIONAL FINANCE

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Article I.

FUNDS.

Section 258. General Fund: How Constituted. All money received by National Headquarters, from whatever source, not raised or solicited for a specific purpose, shall constitute the general fund.

Section 259. Special Funds. The National Encampment may, from time to time, establish special funds for specific purposes. A special fund may be either permanent or temporary, and shall consist of all sums received with the understanding, express or implied, that they are to be devoted to the purpose indicated, together with any amounts that may be transferred by appropriation to such special funds from the general fund.

Section 260. Custody of Funds. Separate accounts shall be kept of the general fund and of each special fund, and, so far as possible, distinct funds shall be deposited in separate bank accounts. The Quartermaster General shall be the custodian of the general fund and of all special funds except those which have been committed to the custody of some other officer, committee, or comrade by enactment of the National Encampment.

Article II.

REMUNERATION OF OFFICERS AND COMRADES.

Section 261. General Prohibition. No officer or comrade shall receive, either directly or indirectly, from the funds of the National organization any compensation in the nature

of salary or wages for services rendered or duty performed on behalf of the organization, unless such compensation is expressly authorized by these Rules and Regulations, or by enactment of the National Encampment.

Section 262. Certain Salaries Authorized. The Adjutant General, the Quartermaster General, the Assistant Adjutant General, the Assistant Quartermaster General, and such other persons, whether comrades or otherwise, as may be employed in clerical work at National Headquarters, but shall receive as compensation for their services such sums in the nature of salary or wages as the Commander-in-Chief, with the approval of the Committee on Finance, shall, from time to time, determine; provided, however, that the salary of the Adjutant General shall not be less than fifty dollars per month.

Section 263. Special Services. The Commander-in-Chief may employ one or more stenographers at conventions of the National Encampment and on such other occasions as may, in his opinion, be of sufficient importance to render a verbatim report of the proceedings desirable. Such stenographers, and all expert accountants who may be employed by the Auditing Committee under the provisions of these Rules and Regulations, whether com-

rades or not, shall receive compensation for their services from the funds of the National organization, in accordance with the rates established by the customs of their professions for such services.

Section 264. Reimbursement for Expenses.

Any officer or comrade who shall be compelled to incur expenses in the performance of duties imposed by these Rules and Regulations, by enactment of the National Encampment, by vote of the National Council of Administration, or by order of the Commander-in-Chief, shall be reimbursed for necessary expenses actually and properly incurred in the performance of such duties, provided that he shall render an itemized statement of such expenses to the Adjutant General, who shall submit the same to the Commander-in-Chief for approval before payment.

Article III.

DISBURSEMENTS: PROHIBITION.

Section 265. Payments from the General Fund. a. The Commander-in-Chief shall order payments from the general fund in accordance with the enactments of the National Encampment. Such payment shall be made by voucher check, which check shall be signed by

the Adjutant General and the Quartermaster General, and countersigned by the Commander-in-Chief.

b. The Commander-in-Chief shall have the power to order payments from the general fund at his own discretion, and without reference to other authority, for the following purposes:

First. For all current expenses of National Headquarters incurred in the ordinary course of business, such as rent, postage, stationery, printing, office incidentals, office equipment, temporary clerical assistance, and similar items.

Second. For his own traveling expenses on such journeys as he shall deem to be for the interests and welfare of the organization.

Third. For the traveling expenses of National officers and other persons on such journeys as may be necessary in discharging the duties of their offices or as may be required of them by the Commander-in-Chief.

Fourth. For the expenses of committees, standing or special, incurred in obedience to the orders of the Commander-in-Chief, including the traveling expenses of members of such committees in going to, remaining at, and returning from all meetings ordered or authorized by the Commander-in-Chief.

Fifth. For the expense incurred by the Inspector General, the Judge Advocate General,

the Surgeon General, the National Patriotic Instructor, and the National Historian, for postage, stationery, typewriting and incidentals, not to exceed \$50.00 per annum in each case.

c. The Commander-in-Chief shall have the power to order payments from the general fund, having first obtained the approval of the Committee on Finance, for the following purposes:

First. For the expenses of conventions of the National Encampment.

Second. For the reception and entertainment of official guests at National Headquarters or at conventions of the National Encampment.

Third. For the purchase of supplies in bulk to be kept for sale at National Headquarters.

Fourth. For salaries and wages of such officers and other persons as may be regularly employed at National Headquarters.

d. With the approval of the National Council of Administration the Commander-in-Chief may employ organizers and order payments from the general fund to such organizers for personal expenses, and expenses incurred by them in discharging their duties agreeably to the instructions of the Commander-in-Chief; provided, however, that no person shall be employed as an organizer unless he is a comrade

in good standing. The Commander-in-Chief may order payments from the general fund for the carrying out of measures approved by the National Council of Administration and adopted for the extension and maintenance of the organization.

e. Disbursements from the general fund for purposes other than those hereinbefore mentioned shall be authorized only in accordance with enactments of the National Encampment.

Section 266. Payments from Special Funds. Disbursements from special funds shall be made strictly in accordance with the provisions to that effect set forth in the enactments of the National Encampment establishing such funds. The power to direct expenditures from a special fund shall be conferred by the enactment creating it upon the Commander-in-Chief, the National Council of Administration, the committee, or the officer, as the case may be, who is charged thereby with carrying out the object or purpose of the enactment. The unexpended balance of a special fund, when the object for which it was established shall have been fully accomplished, shall revert to the general fund unless the enactment which created said special fund provides otherwise.

Part Six

ADMINISTRATION

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Article I.

DISCIPLINE.

Section 267. Enforcement of the Rules and Regulations. The Code of Discipline is established for the purpose of providing a means of enforcing obedience to the Rules and Regulations of the organization. Courts-martial have jurisdiction only over such offenses as affect the interests of the organization. Being constituted for the purpose of punishing comrades for violations of the Code of Discipline, and for no other purpose, they should not be used to settle quarrels or disputes between members, nor should they be used where the

charges preferred, although technically within the letter of the Code, are manifestly the result of malice or spite. An officer empowered to investigate charges and to order courts-martial should refuse to consider charges which are manifestly due to personal rancor, and should never order a trial unless in his opinion the conviction or acquittal of the accused will promote the best interests of the organization.

Section 268. Code of Discipline. Offenses against the UNITED SPANISH WAR VETERANS, for which the offender shall be liable to prosecution and punishment, shall consist in violations of the following Code of Discipline; viz.:

Article I.

Any officer or comrade who shall maliciously, or recklessly and without probable cause, charge another officer or comrade with malfeasance in office, or with improper conduct degrading to his reputation as a comrade shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article II.

Any officer or comrade who shall be knowingly and intentionally guilty of an act contrary to or forbidden by the laws of the National organization, or the by-laws of his

Department or Camp, or an enactment of his Department Encampment, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct, unless the penalty for his offense is specifically prescribed in the law violated, in which case he shall, upon conviction, suffer the prescribed penalty.

Article III.

Any officer or comrade who wilfully disobeys a lawful order from a superior officer shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article IV.

Any officer or comrade who shall be guilty of disloyalty to the United States of America shall, upon conviction thereof by a court-martial, be dishonorably discharged.

Article V.

Any officer or comrade, being in the military or naval service of the United States of America, who deserts the same, or is guilty of any other scandalous offense against military law and discipline, shall, upon conviction thereof by a court-martial convened under the provisions of the Rules and Regulations of the

UNITED SPANISH WAR VETERANS, although he may not have been brought to trial before a military or naval court, be dishonorably discharged from the UNITED SPANISH WAR VETERANS.

Article VI.

Any officer or comrade who uses contemptuous or disrespectful words against the President of the United States of America, or other civil magistrate, or against the Congress or courts of law, shall be required by the Commander of his Camp to make public retraction at a meeting thereof; and if he refuses so to do, he shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article VII.

Any officer or comrade who shall be guilty of a scandalous offense against the laws of the land shall, upon conviction thereof by a court-martial, be dishonorably discharged.

Article VIII.

Any officer or comrade who shall wrong or injure another comrade in his name, his business, or his family, shall be required by the

Commander of his Camp to make reparation therefor, and if he refuses to make reparation, or if the nature of the injury makes reparation impossible, he shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article IX.

Any officer or comrade who shall cheat or defraud the National organization, or a Department or a Council or a Camp or a comrade of the UNITED SPANISH WAR VETERANS, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article X.

Any officer or comrade who, having been intrusted with, or having in his custody and possession, property or funds belonging to the National organization, a Department, a Council, or a Camp of the UNITED SPANISH WAR VETERANS, shall wrongfully convert the same to his own use, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XI.

Any officer or comrade who shall knowingly give false testimony in a judicial proceeding

instituted under the provisions of the Rules and Regulations of the UNITED SPANISH WAR VETERANS, having first been put upon his honor as a comrade to tell the whole truth, shall be deemed to be guilty of perjury, and upon conviction thereof by a court-martial he shall be dishonorably discharged.

Article XII.

Any officer or comrade who, having been properly summoned to appear and give testimony as a witness before a court of impeachment, court-martial, or court of inquiry convened under the provisions of the Rules and Regulations of the UNITED SPANISH WAR VETERANS, wilfully and without good cause fails to appear, or refuses to answer proper questions, or to give the testimony required so far as he is able, and any officer or comrade who shall be guilty of disrespectful or disorderly conduct before such a court, shall be deemed guilty of contempt of court, and shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XIII.

Any officer who shall wilfully and without good cause neglect to perform the duties of his office after entering upon and assuming the

same and until his resignation is accepted or his successor duly installed, and any officer or comrade who, having voluntarily assumed and taken upon himself the performance of a duty, wilfully neglects to perform the same, to the detriment of the organization concerned, shall suffer such penalty less than a dishonorable discharge as a court-martial may direct.

Article XIV.

Any officer or comrade who shall prevent, or endeavor to prevent, an officer or comrade from performing a duty required of him by the laws of the National organization, the by-laws of his Department, or of his Camp, or the lawful orders of a superior officer, or shall hinder or impede him in the performance of such a duty, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XV.

Any officer or comrade who shall offer or do violence to the Provost Marshal or any of his assistants at a convention of the National Encampment, or to the Department Marshal or any of his assistants at a convention of a Department Encampment, or to an Officer of the Day or Officer of the Guard at a meeting of a

Camp, the said officer being in the performance of his duty, or who, being ordered under arrest by the presiding officer at such convention or meeting, resists any of the officers above named, or refuses to go peaceably with him from the convention or meeting, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XVI.

Any officer or comrade who shall disclose the countersign or other secret methods of identification established by the UNITED SPANISH WAR VETERANS to any person not entitled to possess the same shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XVII.

Any officer or comrade who shall be guilty of disrespect to a superior officer in their official relations, or at a convention, meeting, or parade, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XVIII.

Any officer or comrade who shall be guilty of drunkenness at a convention, meeting, or

parade of the National Encampment, a Department Encampment, a Council, or a Camp, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XIX.

Any officer or comrade who shall be guilty of scandalous or disorderly conduct at a convention, meeting, or parade of the National Encampment, a Department Encampment, a Council, or a Camp, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XX.

Any officer who shall knowingly make a false certificate or return as to any matter concerning which he is required by the laws of the National organization, the by-laws of his Department, or the orders of a superior officer, to make a certificate or return, shall be degraded from office and may be dishonorably discharged, or suffer such other penalty as a court-martial may direct; and any officer or comrade who, being charged with the duty of auditing the accounts of a National officer or committee of the National Encampment or a subordinate subdivision of the UNITED SPANISH WAR VETERANS, knowingly makes a

false certificate or report of such audit, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XXI.

Any comrade who shall be found to have knowingly made false statements in his application for membership or to a committee appointed to investigate such application, or to have wilfully concealed from the comrade proposing him for membership, or from said committee, any fact concerning himself which would disqualify him for membership, and who thereafter receives membership and exercises the privileges thereof, shall, upon conviction by a court-martial, be dishonorably discharged.

Article XXII.

Any comrade who proposes for membership and indorses by and with his signature the application for membership of a person, knowing that such person is ineligible to or disqualified from membership in the UNITED SPANISH WAR VETERANS, shall be dishonorably discharged, or suffer such other penalty as a court-martial may direct.

Article XXIII.

Any comrade who shall prefer frivolous charges against another comrade shall, upon

conviction of the same by a General Court-Martial, suffer such penalty as the court may direct.

Article XXIV.

All disorders and neglects, which officers or comrades may be guilty of, to the prejudice of good order and discipline of the UNITED SPANISH WAR VETERANS, and any scandalous or immoral conduct tending to bring disrepute on the comrade guilty thereof, and contrary to good morals and good citizenship, though not mentioned in the foregoing articles of the Code of Discipline, are to be taken cognizance of by a court-martial, according to the nature and degree of the offense, and punished at the discretion of such court.

Article XXV.

The Commanders of Camps shall cause this Code of Discipline to be read to or by each recruit within one month from the time of his admission to membership.

Section 269. Penalties. The penalties which may be inflicted for violations of the Code of Discipline shall be as follows:

- (1) Dishonorable discharge from membership in the UNITED SPANISH WAR VETERANS.
- (2) Degradation from office.

- (3) Degradation from recognized past rank.
- (4) Suspension from membership for a definite period of time, to be specified in the sentence.
- (5) Fines, not exceeding in amount the sum of five dollars for any one offense.
- (6) Reprimand, in such form as the court shall direct.

Section 270. Essential Features. As provided in section 1, article X of the Constitution, no penalty for a violation of the Code of Discipline shall be inflicted until the comrade accused has had a fair and impartial trial by court-martial upon written charges and specifications and a majority of the court are for conviction.

Section 271. Liability as to Commander-in-Chief. As provided in section 2, article X, of the Constitution, the Commander-in-Chief shall not be liable to trial by court-martial during his tenure of office; but at the end of his term, or after resignation, or removal upon impeachment, he may be tried for offenses committed while in office or prior thereto.

Section 272. Limitation. No comrade shall be liable to be tried and punished by court-martial for an offense which shall appear to have been committed more than two years

before the issuing of the order convening the court, unless, by reason of having absented himself or of some other manifest impediment, he shall not have been amenable to justice within that period; in which case the time of such absence or other impediment shall be excluded in computing the period of the limitation.

Section 273. Second Trial Barred. No comrade shall be tried a second time for the same offense except upon his own motion for a new trial on the ground of newly discovered evidence, as hereinafter provided.

Section 274. Courts and Their Jurisdiction.

a. Offenses against the UNITED SPANISH WAR VETERANS for which the offender shall be liable for prosecution and punishment shall be tried by a court termed a General Court-Martial, or, under certain conditions hereinafter set forth, by a court termed a Camp Court-Martial; provided, however, that the National Encampment, or a Department Encampment, may, during any convention, bring to trial before a court constituted as any such Encampment may provide, any member of such Encampment against whom charges may be preferred for violations of the Code of Discipline committed during his attendance on such convention.

b. General Courts-Martial for the trial of Past Commanders-in-Chief, National officers, Department Commanders, Past Department Commanders, and Provisional Division Commanders shall be appointed by the Commander-in-Chief, and shall consist of not less than five nor more than thirteen members.

c. General Courts-Martial for the trial of comrades not included in sub-section b of this section, who are members of a Camp attached to a Department, shall be appointed by the Department Commander of such Department, and shall consist of not less than three nor more than seven members.

d. General Courts-Martial for the trial of comrades not included in sub-section b of this section, who are members of unattached Camps, shall be appointed by the Commander-in-Chief, and shall consist of not less than three nor more than seven members.

e. In addition to the members of a General Court-Martial, the officer appointing the same shall detail a comrade to act as judge advocate of the court; but the Judge Advocate General shall not be so detailed, nor shall any Department Judge Advocate be detailed to act as the judge advocate of any court appointed by the Department Commander of his own Department.

f. The member of a court-martial highest

in rank present shall be the president thereof.

Section 275. Camp Courts-Martial. Camp Courts-Martial shall have jurisdiction over offenders who may violate articles 1, 2, 3, 8 and 13 of the Code of Discipline in their application to Camp officers; article 17 in its application to Camp officers; article 18 as applied to a meeting of a Camp, and articles 19 and 24; provided, however, that the accused shall be a member of the Camp holding the Court-Martial other than the Commander or any other officer, who in accordance with provisions of this article may be tried only by a General Court-Martial; and provided, further, that any violation of any one of the said articles of the Code of Discipline which shall bring the organization into public disrepute shall be tried by a General Court-Martial. A Camp Court-Martial shall consist of not less than three nor more than seven members who shall be elected by the Camp from among those eligible to sit on a Camp Court-Martial, or may be appointed by the Commander, if so directed by the Camp. A Camp Court-Martial may inflict any penalty prescribed in section 269 hereof upon such members as may be tried by a Camp Court-Martial except "dishonorable discharge from membership in the UNITED SPANISH WAR VETERANS;" provided, however that said court

shall not inflict the penalty of "degradation from office" other than Camp office, and that no sentence by said court shall direct that a member be suspended for more than one year. The forms and procedure employed in a Camp Court-Martial shall be substantially the same as those prescribed for a General Court-Martial, and, except as otherwise specified, all provisions of this article shall apply alike to a General Court-Martial and a Camp Court-Martial.

Section 276. Eligibility to Serve on General Courts-Martial.

a. National officers, officers of Departments, officers of Camps of and above the rank of Junior Vice-Commander, Past Commanders-in-Chief, Past Department Commanders, and Past Commanders shall be eligible, when appointed, to serve on General Courts-Martial.

b. No comrade shall be appointed on a General Court-Martial who is connected in business with, or who is related by blood or marriage to, a comrade who is to be tried before such court, or to a comrade who has preferred the charges or who is a principal witness in the case.

c. Whenever practicable, the members of a General Court-Martial shall be comrades who

are members of Camps other than that to which the accused belongs.

Section 277. Eligibility to Serve on Camp Courts-Martial. Any officer of the Camp holding a Camp Court-Martial, other than the officer ordering the same, who is in good standing, or any Past Commander-in-Chief, Past Department Commander, Past Commander, or National or Department officer, present or past, except the Department Commander in membership of the Camp, who is in good standing, shall be eligible, when selected, to serve as a member of the court; provided, however, that the provisions of subsection **b** of section 276 hereof shall serve as disqualifications.

Section 278. Rules Governing Courts. Except as modified by the provisions of the Rules and Regulations, the rules of procedure and rules of evidence governing courts-martial in the United States Army shall govern courts-martial in the UNITED SPANISH WAR VETERANS.

Section 279. Charges and Specifications. Charges and specifications shall be in writing, and shall be drawn up in conformity with the precedents followed in the United States Army. They shall consist of the following parts, namely:

a. The "*caption*," which shall set forth the name, rank, and Camp of the accused.

b. The "*charge*," which shall state the offense alleged, and cite the article of the Code of Discipline violated.

c. The "*specifications*," which shall set forth the specific acts alleged to have been committed by the accused, which acts are believed to constitute the offense named in the charge; and

d. The "*conclusion*," which shall state, with substantial accuracy, the place and time of the alleged offense. If the charges are preferred by order of a superior officer, a statement to that effect shall follow the conclusion. Charges shall be signed by the comrade preferring the same, and a list of the witnesses shall be appended below the signature. When violations of more than one article of the Code of Discipline are alleged, each shall be made the subject of a separate charge; but when repeated violations of the same article are alleged, each shall be made the subject of a separate specification of one general charge.

Section 280. How Preferred. Subject to the limitations hereinafter provided, any comrade may prefer charges against another comrade in the prescribed form, but no proceedings shall be had upon such charges until the

same have received the following consideration and action, namely:

a. If the accused be a Past Commander-in-Chief, the charges shall be submitted to the National Encampment at its next stated convention, and such oral testimony presented in support of the same as may be thought necessary to make out a *prima facie* case. If the National Encampment shall, by a majority vote, find probable cause, the Adjutant General shall indorse such finding on the charges; provided, however, that when the National Encampment is not to meet within sixty days after such charges are drawn up and signed by the accuser, then such charges shall be forwarded to the Adjutant General direct, accompanied by two or more affidavits executed by two or more witnesses to the acts complained of, and such charges and affidavits shall be submitted to the National Council of Administration by mail. If the National Council of Administration shall, by a majority vote, taken by mail, find probable cause, the Adjutant General shall indorse such finding on the charges. In either case, when probable cause has been found, the Adjutant General shall transmit the charges, with said indorsement thereon, to the Commander-in-Chief; otherwise he shall return them to the comrade preferring same.

b. All charges preferred against a National

officer, other than the Commander-in-Chief, shall be forwarded through channels to the Camp of the accused and if not cognizable by a Camp Court-Martial shall be forwarded by the Commander through channels to the Adjutant General for reference to the Commander-in-Chief.

c. All charges preferred against a Department Commander or a Provisional Division Commander shall be referred to a General Court-Martial, and shall be forwarded through channels to the Adjutant General for reference to the Commander-in-Chief; provided, however, that in case such charges are preferred by a comrade of the Department or the Provisional Division, as the case may be, of the accused, said charges shall be forwarded direct to the Adjutant General by the Commander of the Camp to which the comrade preferring the charges belongs; and provided, further, that any such charges emanating from another Department or Provisional Division shall be preferred only by the Department Commander of such Department, or the Provisional Division Commander of such Provisional Division, and shall be forwarded by him to the Adjutant General for reference to the Commander-in-Chief. In all such cases, a copy of the charges shall be forwarded to the accused by the officer transmitting such charges, and at the same

time they are transmitted to the Adjutant General.

d. All charges preferred against a Past Department Commander shall be referred to a General Court-Martial and shall be forwarded through channels to the Department Adjutant of the Department of the accused for reference to his Department Commander, and by him be forwarded to the Adjutant General for reference to the Commander-in-Chief; provided, however, that in case such charges shall be preferred by the Department Commander of the Department to which the accused belongs, the Department Adjutant shall not be considered.

e. All charges preferred against a Department officer, other than a Department Commander, which are not cognizable by a Camp Court-Martial, shall be forwarded through channels to the Department Headquarters of the Department of the accused for reference to the Department Commander.

f. All charges preferred against a Commander, or a Past Commander, shall be referred to a General Court-Martial and shall be forwarded through channels to the Department Adjutant of the Department of the accused for reference to his Department Commander; provided, however, that in case such charges are preferred by a member of the Camp

of the accused, said charges shall be forwarded direct to Department Headquarters.

g. All charges preferred against any comrade of a Department not included under the provisions hereinbefore stated, shall be forwarded through channels to the Camp of the accused, and if such charges are not cognizable by a Camp Court-Martial, said charges shall be forwarded to the Department Adjutant for reference to the Department Commander.

h. In all cases where the accused is a member of an unattached Camp, or holds membership in a Camp within a regularly constituted Provisional Division, the charges forwarded to his Camp as provided in subsection g of this section, if found by the Commander not to be cognizable by a Camp Court-martial, shall be forwarded to the Adjutant General for reference to the Commander-in-Chief; provided, however, that if the accused be the Commander of an unattached Camp, said charges shall be forwarded through channels to the Adjutant General for reference to the Commander-in-Chief; and provided, further, that if the accused is the Commander of the Camp to which the comrade preferring the charges belongs, said charges shall be forwarded direct to National Headquarters.

i. Hearings on charges under the provisions of sub-section a of this section shall not

be deemed to be a trial for the offense charged in such a sense as to bar further proceedings, and in cases where probable cause is not found, charges for the same offense may be renewed if new evidence is discovered.

j. Comrades giving testimony at the hearings provided for in sub-section a of this section shall be first put upon their honor to tell the truth in the matter in hearing, and affidavits produced therein shall be stated by the affiant, as part thereof, to be declarations of fact made upon honor. Comrades knowingly giving false testimony at such hearings, or knowingly making a false affidavit to be used therein, shall, upon conviction, be deemed to have violated article II of the Code of Discipline.

Section 281. Examination and Investigation of Charges. a. Upon receiving charges, indorsed and forwarded as hereinbefore provided, the Commander-in-Chief or the Department Commander, as the case may be, shall cause the same to be examined, and if any error of substance or form shall appear in such charges, he shall refer them back for correction, and shall not approve the same until they are technically correct. He shall, however, assist in perfecting the same, and, on returning charges for correction, shall suggest the proper remedy for any errors that may exist. The

Commander on receipt of charges shall see that they are in legal form and shall take pains to determine whether or not the charges are cognizable by a Camp Court-Martial.

b. A Department Commander or a Commander, as the case may be, who receives charges shall cause the charges to be investigated and for this purpose may appoint a commission, who, in addition to performing their duty of investigation, shall endeavor to adjust any matter in which charges involve personal action by one comrade against another, and, if possible, to secure a withdrawal of the charges. After investigation, if the charges are to be forwarded, he shall indorse thereon his approval or disapproval, in case of disapproval stating his reasons therefor, and transmit them to the proper headquarters.

Section 282. Further Action on Charges. a. Probable cause having been found in the case of charges against a Past Commander-in-Chief, the Commander-in-Chief shall approve the charges and refer them to a General Court-Martial for trial. Upon his approval of charges received by him preferred against a National officer, a Department Commander, a Provisional Division Commander, a Past Department Commander, or a member of an unat-

tached Camp, he shall refer the same to a General Court-Martial for trial.

b. Upon his approval of charges received by him, not to be forwarded to the Commander-in-Chief, the Department Commander shall refer the same to a General Court-Martial for trial.

c. Upon his approval of charges received by him, which are cognizable by a Camp Court-Martial, the Commander shall refer them to a Camp Court-Martial for trial.

Section 283. Disapproval of Charges. The Commander-in-Chief is empowered to disapprove charges, except where probable cause has been found by the National Encampment, or the National Council of Administration; a Department Commander, in addition to his right of disapproval of charges forwarded by him, may disapprove charges in cases where the reference of the charges to a General Court-Martial lies with him; a Commander, in addition to his right of disapproval of charges forwarded by him, may disapprove charges in cases where the reference of the charges is to a Camp Court-Martial. In case of such disapproval, the charges shall be returned to the comrade preferring the same by registered mail and he shall have the right to appeal to the next higher authority. In case such appeal

is not taken within sixty days from the time the comrade preferring the charges receives such notice of disapproval, the action of disapproval of the charges shall be final.

Section 284. Notice to Accused. Seven days' notice of the time and place of the trial, together with an attested copy of the charges and specifications, shall be given to the accused by the judge advocate of the court, either by delivery to him in person by the Officer of the Day of any Camp, or by mailing the same to the accused by registered letter to his last known address, personal receipt of same being demanded. In case of service by an Officer of the Day, his certificate that he has delivered the notice and copy in hand to the accused shall be *prima facie* evidence of such service; and in case of service by mail, the returned receipt, if signed by the accused in person, shall be conclusive as to such service.

In case service of notice cannot be made with attested copy of charges, as in this section provided, by reason of the accused having absconded and his whereabouts being unknown, an affidavit to this effect by the judge advocate of the court, or the Officer of the Day, shall be equivalent to the service of notice and delivery of charges.

Section 285. Right to Counsel. The accused may introduce as counsel at the trial any comrade of the UNITED SPANISH WAR VETERANS who is in good standing.

Section 286. Right to Challenge. The accused shall have the right to challenge members of the court in accordance with the practice and proceedings in courts-martial in the United States Army.

Section 287. Pleas. If the accused appears and enters a special plea, either to the jurisdiction, in abatement, or in bar of trial, or demurs to the charges and specifications, or any of them, the court shall be cleared and shall proceed to a finding on such plea or demurrer; provided that in case of a plea in abatement for misnomer, the accused shall state what his real name is, and the court shall then amend the charges and specifications to meet the objection and proceed with the trial. If the comrade pleads "guilty" the court shall hear such evidence as it deems necessary to enable it to determine an adequate penalty. If the comrade appears and pleads "not guilty" the court shall hear the evidence and make its finding accordingly. If, after notice, as provided in section 284 hereof, the accused fails to appear, or if he appears and from obstinacy or design stands mute, refuses to plead, or answers for-

eign to the purpose, the court shall proceed in all respects as though he had pleaded "not guilty." Though the accused may have made any or all of the preliminary pleas, he shall be at liberty, if they shall not be sustained by the the court, or when the charges have been amended after a plea in abatement, to plead "guilty" or "not guilty" to the issue.

Section 288. Witnesses. a. A comrade who resides within twenty miles of the place wherein a court-martial is held, and whose testimony is desired in a case to be tried before such court, shall be summoned to appear in person and give his testimony by delivering to him in hand, or by leaving at his usual abode, or by mailing to him by registered letter, personal receipt being demanded, a subpoena signed by the judge advocate of the court. Unless sent by registered mail, service of such subpoena shall be made by the Officer of the Day of any Camp located near the residence of the witness, and the return of such officer that he has made due service of a subpoena shall be *prima facie* evidence of such service.

b. The depositions of witnesses who reside more than twenty miles from the place of trial or who, living within twenty miles thereof, are unable by reason of sickness or other urgent

necessity to give oral testimony, may be read in evidence before the court, provided that such depositions shall be taken before an officer or comrade of the UNITED SPANISH WAR VETERANS appointed by the convening authority to take the same, and shall be upon interrogatories and cross-interrogatories prepared by the respective parties, according to the rules governing the taking of depositions for use before courts-martial in the United States Army. Before answering, a deponent shall be put upon his honor as a comrade to answer truly the questions propounded to him.

Section 289. Testimony. The testimony of comrades shall be given on their honor as comrades of the UNITED SPANISH WAR VETERANS. Courts may, in their discretion, receive the testimony of persons not comrades upon their honor as men; but the fact that such witnesses are not under oath, or subject to any penalty for perjury, shall be considered by the court in deciding upon their credibility.

Section 290. Accused Not to be Compelled to Testify. The accused shall not be called as a witness by the prosecution, but may give testimony in his own defense if he desires, and once having taken the stand shall be required to answer all questions put to him on cross-examination. The failure of an accused to tes-

tify shall not create any presumption against him.

Section 291. Evidence in Certain Cases. In case the accused is charged with a violation of article 5 or of article 7 of the Code of Discipline, the record of his conviction by a court of competent jurisdiction shall, if proved, be conclusive of his guilt.

Section 292. Review of Record. No sentence of a court-martial shall be carried into effect until after the whole proceedings, findings, and sentence shall have been laid before the officer appointing the court, or his successor in office, for his approval or disapproval, and his orders in the case; and whenever the penalty of dishonorable discharge is directed by a court-martial appointed by a Department Commander, the record of the proceedings, findings, and sentence, having been approved by the said Department Commander, shall be forwarded to the Commander-in-Chief for his review, and such sentence shall not be carried into effect until it receives the confirmation of the Commander-in-Chief.

Section 293. Proceedings on Review. a. Whenever the sentence appears to be excessive, the proceedings being otherwise regular, the reviewing authority may mitigate the same

by the substitution of a penalty of less severity, but the reviewing authority shall not, in any case, increase the severity of the sentence directed by the court.

b. In case of an acquittal which is manifestly against the evidence, or if the sentence is contrary to the Rules and Regulations, or inadequate to the offense, the court may be reconvened to reconsider its action and to make such different findings as, on reconsideration, it shall decide to be in accordance with the evidence, or to direct such different sentence as shall be in accordance with the Rules and Regulations or adequate to the offense; and such reconsideration and finding or sentence shall not be construed as a new or second trial. Should the court adhere to its original finding or sentence, it shall so state on the record, and forward said record to the reviewing authority, who shall then either approve or disapprove the same.

c. The reviewing authority shall disapprove the proceedings, findings, and sentence only when irregularities appear on the face of the record, or when the findings are manifestly against the evidence, or when it appears to his satisfaction that injustice is being done to the accused. In case of errors of form in the record it shall be referred back to the court for correction.

d. The disapproval of the proceedings, findings, and sentence of a court-martial by the reviewing authority shall be final and shall operate as an acquittal.

Section 294. Promulgation of Record. A brief statement of the case, together with the findings and, in case of conviction, the sentence, together with the action of the reviewing authority thereon, shall be published in general orders by the officer appointing the court; provided, however, that in all cases wherein the sentence is that of dishonorable discharge, the foregoing publication shall be a general order from National Headquarters.

Section 295. Imposition and Execution of Sentence. The time of the imposition of a sentence directed by a court-martial and approved by the reviewing authority shall be the date of its publication in general orders, as provided in section 294 of this article. Sentence shall be carried into effect as follows:—

a. A comrade sentenced to dishonorable discharge shall be dishonorably discharged and expelled from membership in the UNITED SPANISH WAR VETERANS, by order of the Commander-in-Chief as of the date of the imposition of such sentence.

b. An officer who has been sentenced to degradation from office or from recognized past

rank shall cease to hold such office or such past rank as of the date of the imposition of such sentence.

c. A comrade sentenced to suspension from membership for a definite period of time shall be considered as suspended from all the rights and privileges of membership beginning with noon of the day of the imposition of such sentence and continuing until noon of the last day of the period of time specified in such sentence, and then and thereafter he shall be deemed to have been restored to all the rights and privileges of membership without formal action.

d. Fines shall be due and payable on the day of the imposition of the sentence inflicting such fine.

e. A comrade sentenced to be reprimanded shall be reprimanded in the form directed by the court as soon as practicable after the imposition of the sentence.

Section 296. Appeals from Camp Courts-Martial. a. In case a comrade under charges cognizable by a Camp Court-Martial considers that he will not obtain full justice in his own Camp, he may appeal to the next higher authority, through channels, for trial by a General Court-Martial. Should the Commander fail or refuse to forward such appeal, any action of a Camp Court-Martial taken in the

charges shall be null and void. The action of the Department Commander or Commander-in-Chief, as the case may be, refusing to grant a trial by a General Court-Martial on such appeal shall be final.

b. A comrade having been tried and convicted by a Camp Court-Martial, may within thirty days from the promulgation of the sentence appeal to the next higher authority, through channels, for a new trial by a General Court-Martial, pending the action on which appeal the sentence awarded by the lower court may be suspended in the discretion of the officer to whom the appeal is taken.

A re-trial, by a General Court-Martial, as provided in subsection b of this section, shall only be granted:

First. When the court has committed errors prejudicial to the accused which invalidate its proceedings.

Second. When the findings of the court apparently are not in accord with the evidence adduced.

Third. When the court has adjudicated upon charges not within its jurisdiction.

Fourth. When in the opinion of the officer to whom the appeal is taken the conditions existing in the Camp are such as to influence the court to the prejudice of the accused.

Section 297. New Trial. When a comrade shall have been convicted and sentenced by General Court-Martial, and after the approval of the proceedings, findings, and sentence, new evidence shall be discovered which, if presented at the trial, might have affected the finding of the court, or other facts are disclosed to the reviewing tribunal from which it appears that an injustice may have been done, the accused, at any time within six months from the imposition of sentence, may petition the officer appointing such court, or his successor in office, setting forth the facts relied on, and asking for a new trial. Upon receiving such a petition, the officer to whom it is addressed shall cause the facts to be investigated and if, in his opinion, there is reasonable ground for belief that judgment may be reversed upon such facts appearing in evidence at a re-trial, he may vacate the findings and sentence of the first court, and order a trial of the original charges and specifications before a new court; provided, however, that a Department Commander shall obtain the approval of the Commander-in-Chief before ordering a new trial in a case in which the sentence was that of dishonorable discharge. If a petition for a new trial be denied, the petitioner may appeal from the decision denying such new trial to the Committee on Appeals and Grievances of the Na-

tional organization, and the officer denying such new trial shall forthwith transmit to the Adjutant General for use of said Committee on Appeals and Grievances the complete record of the trial, the findings and sentence of the court, and official copy of the general orders imposing the sentence, the petition asking for a new trial with its indorsement thereon denying a new trial, and notice of appeal. After appeal for a new trial to the Committee on Appeals and Grievances, upon petition by the accused appellant, and for cause shown, the Commander-in-Chief may, in his discretion, issue an order in the nature of a supersedeas to stay the sentence imposed until the said appeal can be determined and disposed of. The decision of the Committee on Appeals and Grievances shall be final, unless rejected or reversed by the National Encampment in accordance with the provisions of section 2, article VI, of the Constitution. In the event a new trial shall be allowed, the Commander-in-Chief shall issue the necessary order for a new trial or directing the Department Commander or the Commander so to do, as circumstances may require. In the event a new trial shall be denied, an order in the nature of a supersedeas having been issued, the Commander-in-Chief shall issue an order re-imposing the sentence or directing the Department

Commander, or the Commander, so to do, as the circumstances may require.

Section 298. Courts of Inquiry. An officer or comrade who believes that he is suspected or accused of malfeasance in office, or improper conduct degrading to reputation, may request a court of inquiry to investigate such imputation or accusation, and no court of inquiry shall be appointed except upon the demand of the comrade whose conduct is to be inquired into. The provisions of the Rules and Regulations for the appointment of courts-martial shall apply to the appointments of courts of inquiry, except that such courts shall consist of not less than three nor more than five members. No judge advocate shall be detailed for a court of inquiry, but the junior member in rank shall act as recorder. The rules of procedure and evidence governing courts of inquiry in the United States Army shall govern courts of inquiry in the UNITED SPANISH WAR VETERANS. If a court of inquiry shall find that the imputation or accusation inquired into is sustained, the officer appointing the court shall order the president thereof to prefer charges against the comrade under investigation; but if the court finds that the imputation or accusation is unfounded, the officer appointing the court shall

exonerate the comrade therefrom in general orders.

Section 299. Officers in Arrest. From and after the date of the order convening a court-martial for the trial of an officer of the UNITED SPANISH WAR VETERANS, such officer shall be considered to be in arrest, and he shall not exercise any authority, or discharge any of the duties pertaining to his office until the termination of the case, when he shall again exercise the authority and perform the duties of his office, unless the sentence imposed in such proceedings prevents him from so doing.

Article II.

IMPEACHMENT OF THE COMMANDER-IN-CHIEF.

Section 300. How Commenced. Impeachment of the Commander-in-Chief, as provided in article XI of the Constitution, shall be commenced by a resolution originating with any member of the National Encampment. Such resolution shall set out fully the acts or neglects with which the accused is charged, and shall allege in detail the nature of the injury to the organization which is believed to result from the same. The resolution shall be signed by not less than twenty-five members of the

National Encampment before any official notice shall be taken of the same.

Section 301. Preliminary Proceedings. A resolution for impeachment shall be forwarded to the Senior Vice Commander-in-Chief, who shall cause an attested copy of the same to be sent by mail to each member of the National Council of Administration, together with copies of any affidavits in support of the accusation which the comrades moving for impeachment may desire to submit. The National Council of Administration shall thereupon vote by mail upon the question of bringing the accused to trial on the charges preferred. If two-thirds of the members of the National Council of Administration shall vote in the affirmative, the Senior Vice Commander-in-Chief shall assemble the National Encampment in special convention at such time and place as the National Council of Administration shall approve, for the purpose of trying said impeachment.

Section 302. How Tried. The National Encampment shall try all impeachments, sitting as a court, with the Senior Vice Commander-in-Chief, or in his absence the Junior Vice Commander-in-Chief, as president *pro tempore*, for purposes of organization only. The president *pro tempore* shall lead the Encamp-

ment in the election of a president and a judge advocate of the court.

Section 303. Conviction and Sentence. A two-thirds vote of the members of the National Encampment present and voting shall be necessary to a conviction. In case of conviction the sentence shall not extend beyond removal from office; provided, however, that having been removed from office, the accused may then be tried by court-martial for the same misdemeanors which caused his impeachment, and upon conviction thereof he shall be sentenced to an adequate penalty, notwithstanding the provisions of section 273 hereof, to the contrary.

Section 304. Provision for Certain Cases. If, upon the commencement of impeachment proceedings, the Senior Vice Commander-in-Chief be himself under charges or other inability, or if the office is vacant, then the next available active officer of the National Encampment, in the order of lineal rank, shall perform the duties herein prescribed for the Senior Vice Commander-in-Chief.

Article III.

RANK AND PRECEDENCE.

Section 305. Order of Lineal Rank. The order of lineal rank in the UNITED SPANISH

WAR VETERANS shall be as follows :

1. Commander-in-Chief.
2. Past Commander-in-Chief.
3. Senior Vice Commander-in-Chief.
4. Junior Vice Commander-in-Chief.
5. Department Commander.
6. Provisional Division Commander.
7. Past Department Commander.
8. Chief of Staff.
9. Adjutant General.
10. Quartermaster General.
11. Inspector General.
12. Judge Advocate General.
13. Surgeon General.
14. Chaplain-in-Chief.
15. National Patriotic Instructor.
16. Provost Marshal.
17. National Historian.
18. Senior Vice Department Commander.
19. Junior Vice Department Commander.
20. Assistant Adjutant General.
21. Assistant Quartermaster General.
22. National Aide-de-Camp.
23. Department Chief of Staff.
24. Department Adjutant.
25. Department Quartermaster.
26. Department Inspector.
27. Department Judge Advocate.
28. Department Surgeon.
29. Department Chaplain.

30. Department Patriotic Instructor.
31. Department Marshal.
32. Department Historian.
33. District Inspector.
34. Commander.
35. Past Commander.
36. Assistant Department Adjutant.
37. Assistant Department Quartermaster.
38. Senior Vice Commander.
39. Junior Vice Commander.
40. Department Aide-de-Camp.
41. Adjutant.
42. Quartermaster.
43. Trustees.
44. Patriotic Instructor.
45. Historian.
46. Surgeon.
47. Chaplain.
48. Officer of the Day.
49. Officer of the Guard.
50. Sergeant Major.
51. Quartermaster Sergeant.
52. Color Sergeant.
53. Chief Musician.
54. Comrade.

Section 306. Seniority of Officers. Officers and past officers of the same rank shall take precedence in their respective grades as follows:—

a. Past Commanders-in-Chief, Past Department Commanders, and Past Commanders according to seniority, as determined by the date of installation into the active office from which the past rank is derived.

b. Active officers, according to seniority, as determined by the date of installation into office; provided, however, that when an officer is re-elected or re-appointed, to the same office, his tenure thereof being continuous, he shall take precedence in his grade according to the date of his original installation into such office.

c. In all cases where no seniority exists in accordance with sub-sections **a** and **b** of this section none of the officers concerned shall take precedence over the others unless it becomes necessary to establish such precedence for the purpose of determining who is to preside over a court-martial or assume any other duty or prerogative prescribed for the comrade highest in rank present; in which case precedence shall be determined by lot.

Section 307. Past Rank Defined. Comrades shall be recognized as, and hold the rank of, Past Commander-in-Chief, Past Department Commander, or Past Commander, respectively, in the following cases:—

a. When the comrade has held the corresponding active rank and filled the office

during a full term, or, having been elected to fill a vacancy, or having succeeded to the active rank of Commander-in-Chief or Department Commander pursuant to the provisions to that effect which are elsewhere prescribed in the laws of the organization, to fill a vacancy, has served to the end of the term; provided, however, that any Commander deprived of his office by reason of the consolidation of his Camp with one or more other Camps shall hold the rank of Past Commander.

b. When the comrade has held the corresponding active rank and filled the office in one of the associations which were amalgamated with the UNITED SPANISH WAR VETERANS, in cases where the amalgamation agreement provides that such past rank shall be recognized in this organization.

c. When the comrade has been a Provisional Department Commander, duly appointed by the Commander-in-Chief while the Rules and Regulations provided for such appointments, and served to the end of the term for which he was appointed.

d. When the comrade succeeded to the office of Commander to fill a vacancy while provisions of the Rules and Regulations relative to succession to the office of Commander by Senior Vice Commanders and Junior Vice

Commanders were in force, and served to the end of the term.

Section 308. Incidents of Past Rank. Past Commanders-in-Chief, Past Department Commanders, and Past Commanders, shall possess the following capacities by virtue of their past rank:—

a. They shall hold permanent membership in the National Encampment and in Department Encampments in accordance with the provisions to that effect which are elsewhere prescribed in the laws of the organization.

b. Past Commanders-in-Chief shall be competent to preside at conventions of the National Encampment when elected to occupy the chair, or called to occupy the chair temporarily by the permanent presiding officer and until relieved by the latter; Past Department Commanders shall, in like cases, be competent to preside at conventions of Department Encampments of which they are members; and Past Commanders shall, in like cases, be competent to preside at meetings of Camps of which they are members.

c. They shall be eligible to serve as members of courts-martial and courts of inquiry, and shall be preferred on such details to officers of lower grades when officers of their former rank are on trial.

d. Past Commanders-in-Chief shall be competent to install into office National and Department officers and officers of Camps; Past Department Commanders shall be competent to install into office officers of Departments and of Camps; Past Commanders shall be competent to install into office officers of Camps.

e. Past Commanders-in-Chief, Past Department Commanders, and Past Commanders shall be eligible for detail as instituting officers to institute new camps.

f. On parades and formal occasions, Past Commanders-in-Chief shall parade or sit with the staff of the Commander-in-Chief, Department Commander, or Commander, as the case may be; Past Department Commanders with the staff of the Department Commander or Commander, as the case may be; and Past Commanders with the staff of the Commander, except when, in parades, they are assigned as chiefs of platoons.

Section 309. Courtesies to Be Accorded Past Officers. When visiting, all past officers shall be accorded the honors and courtesies prescribed by the Ritual, Book of Ceremonies, or by custom and usage, for the active officers of corresponding rank. All past officers shall be entitled to retain the designation of their former office with the prefix "Past" as a matter of

courtesy, and may be so addressed on formal occasions and so described in official publications.

Section 310. Precedence among Departments. There shall be no relative rank among Departments. Whenever two or more Departments participate as Departments in a public parade, they shall be assigned to places in the column by lot; provided, however, that the Department within whose territorial limits such parade takes place shall be placed at the rear of the column.

Section 311. Precedence among Camps. The relative seniority of Camps in their respective Departments shall be determined by the dates of their original institution as chartered Camps in any of the associations of Spanish War Veterans which have been amalgamated with this organization, or in the UNITED SPANISH WAR VETERANS if originally chartered therein, provided that their existence as Camps has been continuous and unbroken. Camps which have disbanded and, after an interval, reorganized, shall take their relative rank from the date of their reorganization. Camps which have been formed by the consolidation of two or more Camps, shall take their relative rank from the date of institution of the oldest Camp included in the consolidation.

Section 312. Order in Processions. Camps shall be arranged in public parades from head to rear of their Department in order of seniority; and shall be formed in the same order in all parades where the Department formation is not used; provided, however, that when a Camp invites other Camps to join with it as its guests in a public procession within its own jurisdiction, the home Camp shall take the head of the column as escort to its visitors.

Article IV.

FORMS AND CEREMONIES.

Section 313. Parades. Subject to any specific provisions now or hereafter laid down in the Book of Ceremonies, all parades of the organization shall be regulated as to formation and movements according to the general principles of the drill regulations prescribed for the Army and to military custom and usage, so far as the same can be applied, in the sound discretion of the officer in command of such parade.

Section 314. Titles of Address. a. Comrades not holding office or past rank shall be addressed, both orally and in writing, by the title "Comrade"; provided, however, that a comrade whose service was in the navy may be addressed as "Shipmate".

b. When presiding at conventions or meetings, the Commander-in-Chief, Department Commanders, and Commanders shall be addressed by comrades from the floor as "Comrade Commander-in-Chief", "Comrade Department Commander," and "Comrade Commander," respectively, and the same form of address shall be used when the chair is occupied by a Past Commander-in-Chief, Past Department Commander, or Past Commander, or by a Vice Commander-in-Chief, Vice Department Commander, or Vice Commander, the words "Past" or "Vice" being omitted on the principle that the office, and not the individual, is being addressed.

c. Subject to the provisions of sub-section b if this section, officers shall be addressed, both orally and in writing, by the designation of their respective offices, and comrades holding recognized past rank by the designation of their respective former offices prefixed by the word "Past".

d. The use of the familiar stars, eagles, leaves, and bars, in connection with the insignia of office in this organization shall not be deemed to authorize the use, by the wearer, of the military title associated with such device in the United States Army; but, on the contrary, it is expressly forbidden, and all officers are prohibited from assuming, or permitting

others to address them by, the military titles indicated by the rank straps prescribed for the several offices in this organization.

Article V.

ORDERS AND CIRCULARS.

Section 315. Effect of Orders. The lawful orders of the Commander-in-Chief, of Department Commanders, and of Commanders, as promulgated in writing or in print, shall have the force of law with respect to the organization, and such comrades as are subject to the authority of such officers, respectively, during the term of office of the officer issuing such orders, unless modified or rescinded by a subsequent order.

Section 316. How Issued. a. The orders of the Commander-in-Chief and of a Department Commander shall be in writing or in print, and shall be promulgated, respectively, by the Adjutant General and the Department Adjutant. Such orders shall be in the form of general orders or special orders. The Commander-in-Chief or a Department Commander may cause circulars to be issued for the purpose of giving information, and such circulars, in so far as they express the will of these officers, shall have the force of orders.

b. The orders of Commanders shall be pub-

lished by their respective Adjutants to the members of their Camps, in writing or in print, and shall be termed "Orders", irrespective of the scope or subject matter thereof. Commanders may cause circulars to be issued for the same purpose and having the same force, with respect to the members of their Camps, as the circulars of superior officers.

c. The orders and circulars emanating from an officer, as provided in sub-sections a and b of this section, shall be numbered in series, beginning with the first general order, special order, order, or circular, as the case may be, issued by his authority. The first order or circular in a new series shall state the total number of orders or circulars issued in the next preceding series.

Section 317. To Whom to be Sent. a. A copy of each general order and circular of the Commander-in-Chief shall be mailed to all National officers; all Department Commanders, Department Adjutants, and Department Quartermasters; all Provisional Division Commanders; all Commanders, Adjutants, and Quartermasters; and all Past Commanders-in-Chief and Past Department Commanders who are in good standing in the organization.

b. A copy of each general order and circular of a Department Commander shall be mailed

to the Adjutant General; all Department officers of the Department; all Commanders, Adjutants, and Quartermasters of Camps in the Department; and all Past Commanders-in-Chief and Past Department Commanders who are members in good standing of Camps in the Department.

c. In addition to the officers and comrades affected thereby, a copy of a special order should be mailed to any or all of the officers of the National organization, Departments, and Camps to whom such special order is or may be of particular interest, or where the Commander-in-Chief or Department Commander issuing such special order deems the sending of the same beneficial to the interests of the organization.

d. A copy of each order and circular of a Commander shall be mailed to the Adjutant General, and to the Department Adjutant of the Department, if any, in which the Camp is located; and shall be transmitted to subordinate officers and members of the Camp affected thereby by mail or by delivery in person.

Section 318. When to Take Effect. a. General orders and circulars of the Commander-in-Chief shall be binding on all officers of the organization on the receipt of an official copy thereof, and on all comrades of Camps upon

publication, which shall be by reading the same at the meeting of the Camp next following the receipt of the same.

b. General orders and circulars of a Department Commander shall be binding on all officers of the Department on the receipt of an official copy thereof, and on the comrades of all Camps in the Department upon publication, which shall be as provided in sub-section a of this section.

c. Special orders shall be binding on officers and comrades affected thereby as soon as they receive an official copy of the same.

d. The orders and circulars of a Commander shall be binding on subordinate officers and members of the Camp upon receipt by them, respectively, of an official copy of the same; and all such subordinate officers and comrades of the Camp shall be conclusively presumed to have knowledge of such order or circular, and to be bound thereby, after the reading of the same to the Camp at a meeting thereof.

Section 319. Style of Orders and Circulars. General orders and circulars issued by the Commander-in-Chief or a Department Commander and the printed orders and circulars of a Commander shall be printed in black ink on white paper, and the size of each page shall

be $8\frac{1}{2}$ inches by $5\frac{1}{2}$ inches. Special orders, if printed, shall conform, as to color and size, to the rule provided for general orders and circulars. If written, or typewritten, special orders and the orders and circulars of a Commander shall be on white paper, and the size of each page shall be 11 inches by $8\frac{1}{2}$ inches.

Article VI.

OFFICIAL CORRESPONDENCE.

Section 320. How Conducted. Unless otherwise directed by the Commander-in-Chief in a particular case, or otherwise required by the Rules and Regulations, or by special enactment of the National Encampment, all official correspondence shall be conducted through channels.

Section 321. Official Titles to be Used. The name of the individual holding an office shall not be used in addressing to said office a communication on official business, but such communication shall be addressed to the office, the official title only of said officer being used. In communications not on business connected with the office or headquarters, the name of the officer addressed may be used in connection with his title.

Section 322. Remittances. All remittances of money to National Headquarters by check, draft, postal order, or other method of transmitting funds, shall be made payable to "The Adjutant General, UNITED SPANISH WAR VETERANS", without adding thereto the name of the comrade holding said office.

Section 323. Mailing Address. Whenever the mailing address of an officer or comrade is called for, the full name, street, and number (or building), post-office, city or town, and state shall be given, in such a manner as to insure prompt delivery of communications mailed to such address; and all changes in address shall be communicated without delay to such officers and headquarters as have occasion to use the same.

Section 324. Style of Communications. Official communications shall be plainly written, or typewritten, upon white paper, each sheet to be 11 inches by 8½ inches in size, and one side only of each sheet to be used for the body of the communication. The style of official communications including briefing and indorsements shall be generally in accordance with the forms prescribed for use in the United States Army.

Article VII. SUPPLIES.

Section 325. Official Supplies. All books, blanks, paraphernalia, and other articles required for general and ordinary use in the organization shall be in form or design as prescribed by authority of the National Encampment, shall be purchased in bulk and issued by National Headquarters on requisition, and shall be exclusively used. Any of such articles issued by National Headquarters shall be deemed to be official. The assortment and quantity of supplies kept on sale at National Headquarters shall be regulated by the Commander-in-Chief with the approval of the Committee on Finance.

Section 326. Gratuitous Issues. Requisition blanks, application for membership blanks, and all blanks used in making reports to be made by authority of the National Encampment shall be issued free of charge, and the Commander-in-Chief may, with the approval of the Committee on Finance, issue such other blanks and such books and paraphernalia to new Departments and Camps as he may deem expedient.

Section 327. Sales of Supplies. All supplies, except those issued gratuitously, shall be sold for cash, as follows:—

a. Supplies shall be sold to Department Headquarters on requisition in the form prescribed by authority of the National Encampment, said requisition being accompanied by a remittance in full payment for same.

b. Supplies may be sold to Camps directly on requisition, in the form prescribed by authority of the National Encampment, such requisition being accompanied by a remittance in full payment for the same. No requisition from a Camp within the jurisdiction of a Department shall be filled unless the Commander and Quartermaster of such Camp certify thereon that they are unable to obtain the supplies requisitioned for from their Department Headquarters.

Section 328. Discounts. Discounts from the schedule prices fixed by authority of the National Encampment shall be allowed to Department Headquarters, at such rates and on such conditions as to the quantity of supplies purchased, as may be fixed by the Commander-in-Chief, with the approval of the Committee on Finance. All sales of supplies by Department Headquarters shall be at the rates fixed in the schedule of prices prescribed by authority of the National Encampment.

Part Seven

EQUIPMENT

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Article I.

INSIGNIA AND EMBLEMS.

Section 329. Insignia on Sale at National Headquarters. The insignia and emblems indicating active or honorary membership in the UNITED SPANISH WAR VETERANS prescribed in this article shall be kept on sale at National Headquarters. Complete specifications of any insignia or emblem not fully described herein

may be had upon application to the Adjutant General.

Section 330. Membership Badge. a. The regulation insignia of membership in the UNITED SPANISH WAR VETERANS shall be a badge of medium-dark bronze, consisting of a pendant attached by a link to a cross-bar, the whole suspended from a pin-bar by a length of the regulation membership ribbon. The dimensions and design of the metal parts of the badge shall be as prescribed by authority of the National Encampment.

b. The regulation membership badge shall be worn by all comrades, and by past officers with official ribbon and clasp hereinafter prescribed.

c. The *serial number* of each badge shall be stamped on the reverse of its cross-bar.

Section 331. Ribbon. a. The regulation membership ribbon of the UNITED SPANISH WAR VETERANS shall be of silk, one and one-fourth of an inch in width, and shall consist of a representation of the flag of the United States of America displayed with the stripes vertical, which shall be one-half inch narrower for officers and past officers and varied by a border stripe on each side one-fourth of an inch in width, the color of which shall be *buff* for

National officers, *cherry red* for Department officers, and *light blue* for Camp officers.

b. Ribbons used in connection with the regulation badge shall be, when no clasp is worn, one and one-fourth of an inch in length from the loop on the pin-bar to the loop on the cross-bar; when a clasp is worn, the ribbon shall be lengthened accordingly. The ribbon shall be attached to the badge so that the upper edge of the union in the miniature flag will be in line with the loop on the pin-bar. When worn on the badge, or as a patch on the uniform coat of a soldier or sailor, the union shall be toward the left side of the wearer.

Section 332. Miniature Badge. Whenever there shall be a sufficient demand to justify the cost of manufacture, the Commander-in-Chief may cause to be placed on sale to comrades who already possess the regulation badge, a miniature replica of the same which shall be as prescribed by authority of the National Encampment.

Section 333. Honorary Membership Badge. The regulation insignia of honorary membership in the UNITED SPANISH WAR VETERANS shall be a badge of gold or silver metal, or plate, in form and design as prescribed by authority of the National Encampment.

Section 334. Lapel Button. The regulation lapel button shall be of medium-dark bronze, the face being in form a Greek cross, in dimensions, form, and design as prescribed by authority of the National Encampment.

Section 335. Official Pin-Bar. The official character of the active officers of the UNITED SPANISH WAR VETERANS, for the time being, shall be indicated by an official pin-bar to be worn during tenure of office in place of the regulation pin-bar as part of the membership badge. Except for Sergeants Major, Quartermaster Sergeants, Color Sergeants, and Chief Musicians, the official pin-bar shall be a representation, in metal, of an officer's shoulder strap in miniature. In the field of the strap shall be placed the insignia of the wearer's rank and office, as hereinafter prescribed, which rank and office shall be, in certain cases, further indicated by a metal pendant attached to the center of the lower edge of the strap by a link, which pendant shall be in design as hereinafter prescribed for the wearer's office. The official pin-bar for Sergeants Major, Quartermaster Sergeants, Color Sergeants, and Chief Musicians shall be a representation, in gilt metal and black enamel, of chevrons in miniature, points down, in design as hereinafter prescribed. In dimensions, and in all

further details as to design, the official pin-bars, including pendants, shall be as prescribed by authority of the National Encampment.

Section 336. Insignia of Office. a. The insignia of rank and office upon the field of the strap shall be as follows:—

For Commander-in-Chief, four silver stars of five rays each.

For Senior Vice Commander-in-Chief, three silver stars of five rays each.

For Junior Vice Commander-in-Chief and Department Commanders, two silver stars of five rays each.

For Provisional Division Commanders, two gold stars of five rays each.

For Chief of Staff, Adjutant General, Quartermaster General, Inspector General, Judge Advocate General, Surgeon General, National Patriotic Instructor, Provost Marshal, National Historian, and Senior Vice Department Commanders, one silver star of five rays.

For Chaplain-in-Chief, Department Chaplains, and Chaplains, a silver pastoral staff, or shepherd's crook, one inch in length, placed longitudinally in the field of the strap.

For Junior Vice Department Commanders, one gold star of five rays.

For Assistant Adjutants General, Assistant Quartermaster General, National Aides-de-

Camp, Department Chiefs of Staff, Department Adjutants, Department Quartermasters, Department Inspectors, Department Judge Advocates, Department Surgeons, Department Patriotic Instructors, Department Marshals, Department Historians, and Commanders, a silver spread eagle, as prescribed for colonels in the army of the United States, three-fourths of an inch between the tips of the wings.

For Assistant Department Adjutants, Assistant Department Quartermasters, District Inspectors, and Senior Vice Commanders, a silver leaf at each end of the strap, as prescribed for lieutenant colonels in the army of the United States.

For Junior Vice Commanders and Department Aides-de-Camp, a gold leaf at each end of the strap, as prescribed for majors in the army of the United States.

For Adjutants, two silver bars at each end of the strap as prescribed for Captains in the army of the United States.

For Quartermasters, two silver bars at each end of the strap as prescribed for Captains in the army of the United States.

For Trustees, a silver key, nine-sixteenths of an inch in length, placed longitudinally in the center of the strap.

For Patriotic Instructors, a National flag on pike, in the center of the strap.

For Historians, a burning torch of silver, seven-eighths of an inch in length, placed longitudinally in the center of the strap.

For Surgeons, a modified Maltese cross, of the pattern worn by the medical department of the United States Army during the War with Spain, in the center of the strap.

For Officers of the Day, two silver bars at each end of the strap, as prescribed for captains in the army of the United States.

For Officers of the Guard, one silver bar at each end of the strap, as prescribed for first lieutenants in the army of the United States.

b. The following officers shall wear pendants attached to the official pin-bar as hereinbefore prescribed, of the design indicated:—

Chief of Staff and National Aides-de-Camp: an American shield, enameled in colors, surmounted by a gold or gilt eagle with wings displayed; on the blue field of the shield, four silver stars of five rays each. Department Chiefs of Staff and Department Aides-de-Camp shall wear the same device, except that there shall be two silver stars of five rays each on the blue field of the shield.

Adjutant General, Assistant Adjutant General, Department Adjutants, Assistant Department Adjutants, and Adjutants, a shield of gold or gilt metal.

Quartermaster General, Assistant Quarter-

master General, Department Quartermasters, Assistant Department Quartermasters, and Quartermasters, sword and key crossed on a wheel, surmounted by a spread eagle of gold or gilt metal, platinum, and enamel.

Inspector General, Department Inspectors, and District Inspectors: gold or gilt sword and fasces, crossed and wreathed.

Judge Advocate General and Department Judge Advocates: sword and pen in gold or gilt metal, crossed and wreathed.

Surgeon General and Department Surgeons: a Maltese cross of the pattern worn by the officers of the medical department in the army of the United States during the War with Spain.

National Patriotic Instructor and Department Patriotic Instructors, a National flag.

Provost Marshal and Department Marshals: two swords in gold or gilt metal, crossed and wreathed.

National Historian and Department Historians: two pens crossed and wreathed, with a burning torch placed vertically at the intersection of the pens, all of gold or gilt metal.

c. The pin-bars of Sergeants Major, Quartermaster Sergeants, Color Sergeants, and Chief Musicians, shall be in design as follows:—

For Sergeants Major, chevrons of three bars with an arc of three bars.

For Quartermaster Sergeants, chevrons of three bars with a tie of three bars.

For Color Sergeants, chevrons of three bars, a star within the internal angle.

For Chief Musicians, chevrons of three bars with a tie of one bar inclosing a bugle.

Section 337. Insignia of Past Office. Comrades who have retired from active office shall be entitled to wear the insignia of the highest office formerly held by them as a clasp upon the proper official ribbon midway between the regulation pin-bar and the cross-bar of the membership badge, the ribbon being of such length that the upper edge of the strap will be on a line with the lower edge of the union in the miniature flag.

Section 338. Past Officers' Jewels. Past Commanders-in-Chief, Past Department Commanders, and Past Commanders may wear, in lieu of the regulation membership badge and clasp, as provided in section 330 hereof, a special badge or jewel indicative of their past rank, the different metals, form and design of which shall be as prescribed by authority of the National Encampment.

Section 339. Watch Fob. The Commander-in-Chief may, in his discretion, cause to be manufactured and placed on sale to comrades,

for use with civilian dress or regulation uniform, a watch fob, the metal parts of which shall be either of bronze, or of oxidized silver, or of rolled or solid gold, in form and design as prescribed by authority of the National Encampment.

Section 340. Grave Marker. The regulation grave marker of the UNITED SPANISH WAR VETERANS shall be a staff of cast-iron, bearing at the upper end a Greek cross of bronze or cast-iron, in all details as prescribed by authority of the National Encampment. The grave marker shall be used to mark the graves of all deceased veterans of the War with Spain, and its incidental campaigns, whose service was such as rendered them eligible in their lifetime to become comrades of this organization, irrespective of whether or not they were actually members of the UNITED SPANISH WAR VETERANS.

Section 341. Color Emblems. The emblematic colors of the UNITED SPANISH WAR VETERANS shall be *carmine red* and *chrome yellow*.

Section 342. Ownership of Insignia. All badges, ribbons, lapel buttons, jewels, and other insignia of membership or rank shall be procured by comrades from Department or National Headquarters by purchase or gift,

and the general title to the same shall remain in the organization. All sales and gifts of insignia shall be upon the following express conditions, and the acceptance thereof shall be deemed a ratification of such conditions by the comrade receiving the same, viz., first, that the comrade purchasing or otherwise procuring insignia acquires a special property interest therein, limited to the right to hold and use the same only while an active member in good standing of the organization, and in the manner prescribed by the Rules and Regulations; second, that upon ceasing to be an active member in good standing of the organization, he will, upon demand and tender of the price paid therefor, surrender to any officer of the organization all insignia of membership or rank in his possession; provided, however, that this condition shall not apply to jewels presented to past officers. The heirs or legatees of a deceased comrade may retain his insignia upon the express condition that the same shall not be used or worn except in accordance with the Rules and Regulations. Any active officer may, and he is hereby empowered, as a special agent of the organization, to demand of any comrade or person in default that such comrade or person shall surrender to the demandant insignia held or used in breach of the foregoing conditions, and is authorized to refund

to such comrade or person the price paid therefor. Such officer shall forward insignia so surrendered to National Headquarters, together with a report of the case, and shall thereupon be reimbursed for the sums refunded by him to the comrade or person surrendering the insignia. Should a comrade or person refuse to surrender insignia upon tender of the price paid therefor when demanded of him as aforesaid by an active officer of the organization, it shall be the duty of such officer to forward a full report of the case, through channels, to National Headquarters.

Section 343. Use of Insignia and Emblems.

a. Insignia and emblems and articles prescribed in the Bill of Dress indicating membership in the UNITED SPANISH WAR VETERANS shall be worn or used by active members of the organization only, and by them only while in good standing, and not in suspension or under charges. Comrades shall be governed by the following rules respecting the use of insignia:—

(1) The regulation membership badge shall be worn by all comrades, when in the uniform of this organization, on the left breast of the coat or flannel shirt, as prescribed in the Bill of Dress; and it may be worn, upon occasions of

ceremony, by comrades in civilian dress, upon the left breast or lapel of the coat.

(2) The lapel button is the proper insignia for ordinary use with civilian dress, and shall be worn on the left lapel of the coat except upon occasions of ceremony, when the badge shall be substituted. The badge and lapel button shall not be worn at the same time.

(3) The miniature badge shall be worn upon occasions of ceremony by comrades in civilian dress in preference to the regulation badge or lapel button, and shall be worn on the left lapel of the coat.

(4) Comrades in military, naval, or other uniformed service, if permitted by the regulations thereof to wear the insignia of this organization when in uniform, shall wear the same in the manner prescribed by such regulations or by the customs of the service.

(5) Whenever the regulation or miniature badges of this organization are worn with other badges upon a medal bar holding two or more decorations, the pin-bar shall be discarded, except the official pin-bar of an active officer, which shall be worn as a clasp one-quarter of an inch from the top of the ribbon.

(6) Comrades shall not wear any article of the Bill of Dress or any insignia indicating membership during suspension from membership, nor while under charges, after such

charges have been referred to a court-martial for trial and until the same have been disposed of.

(7) No comrade shall wear insignia of membership while soliciting pecuniary assistance for himself from persons not members of this organization.

(8) A comrade who is under indictment for crime, or has been arrested by the civil authorities, shall remove his insignia from his person, and shall not wear the same until his case has been disposed of.

b. The insignia, emblems, or any pictorial or other representations of the same, shall not be used by any person, whether a member of this organization or not, in connection with advertisements of private enterprises, or in any other offensive or undignified manner.

c. A comrade shall not sell or pawn or pledge his insignia to or with any person whatever; provided, however, that he may return the same to any Camp and receive the price which he paid therefor. It shall be the duty of any member of the organization who learns of the pledging of insignia to redeem the same, in which case he shall be reimbursed from the treasury of the National organization for the sum paid by him in redemption thereof upon his forwarding said insignia, through channels, to National Headquarters with a

report of his action; or if he is not able to redeem such insignia, it shall be his duty to report all ascertainable facts concerning the same, through channels, to National Headquarters.

d. Insignia of active membership shall not be worn by honorary members.

Article II.

BILL OF DRESS.

Section 344. General Regulation. The garments, head-dress, ornaments, buttons, decorations, and insignia prescribed in this article and in article I, Part Seven, of these Rules and Regulations, shall constitute the uniform of the UNITED SPANISH WAR VETERANS; provided, however, that members of Camps formerly attached to associations which have amalgamated with this organization may wear the uniform of their former association when permitted so to do by the terms of the amalgamation agreement.

Section 345. Articles in Bill of Dress on Sale. All articles indicating membership in the UNITED SPANISH WAR VETERANS prescribed in the Bill of Dress, except *hats, caps, coats, flannel shirts, trousers and leggins* shall be kept on sale at National Headquarters. Complete

specifications of any article not fully described herein may be had upon application to the Adjutant General.

Section 346. Regulation Dress Uniform. The regulation dress uniform of the UNITED SPANISH WAR VETERANS shall be as follows; descriptions designated "incomplete" being in brief:

a. Hat. The regulation hat shall be of drab felt, of the pattern worn in the United States Army during the War with Spain, which may be worn either with the regulation dress uniform, or the regulation service uniform hereinafter prescribed.

b. Hat Ornament. A wreath of gilt metal with the initials U. S. W. V. in letters of silver metal within the wreath, shall be worn in front and midway between the brim and the top of the hat.

c. Hat Cord. A double cord, with acorn ends, shall be worn upon the hat, as follows: for National officers, cord to be of gold bullion; for Department officers, cord to be of gold bullion and red silk intermixed; for Camp officers, cord to be of gold bullion and black silk intermixed; for comrades, cord to be of carmine mohair, acorn ends of yellow silk, cups of acorns of carmine silk. Past Commanders-in-Chief, Past Department Commanders, and

Past Commanders shall and other past officers may wear the hat cords prescribed for the corresponding active rank.

d. Cap. Headband of dark-blue broadcloth, and sides and top of full-indigo gray-cadet all wool fabric, with vizor of black enameled leather; the material of cap-straps and slides to be flat gold lace for officers and past officers, and black enameled leather for all others. (*Incomplete.*)

e. Cap Ornament. An eagle with wings displayed, to be embroidered in gold, or made of gilt metal; above the eagle's head and between the tips of his wings, the initials U. S. W. V. embroidered in silver, or of silver or bright nickel metal. (*Incomplete.*)

f. Coat. Single-breasted close fitting sack of dark-blue serge, or similar woollen fabric, with standing collar and with five large regulation buttons on the front; two outside breast pockets with vertical plaits in the center, and two lower outside pockets without plaits; all pockets to be covered by flaps as prescribed, and buttoned in the center by a small regulation button. (*Incomplete.*)

g. Collar Device. All regulation coats shall have the initials U. S. W. V. in block letters of prescribed dimensions, in gold bullion embroidery on each side of the collar, so placed that the edge of the nearest

letter shall be two inches from the throat opening of the collar. Members of unattached Camps shall wear the number of their Camp in block figures, embroidered in gold bullion on each side of the collar, midway between the initials and the throat opening; all others shall wear the number of their Camp in block figures above the name of the Department to which they belong, expressed, when necessary, in an abbreviated form, in block letters, both figures and letters to be embroidered in gold bullion on each side of the collar, midway between the initials and the throat opening. (*Incomplete.*)

h. Trousers. Of cadet-gray cloth, with side stripes of dark-blue broadcloth, one and one-fourth of an inch in width.

i. Buttons. Of gilt metal in two sizes, with prescribed device in relief thereon. To be used on coats and caps as prescribed. (*Incomplete.*)

j. Furnishings. When in regulation dress uniform each officer and comrade shall wear a white linen standing collar inside the coat collar, to show uniformly one eighth to one fourth of an inch above the coat collar; white linen cuffs so adjusted that the ends will be even with the ends of the sleeves of the coat when the hands are at the sides, and black shoes. If a necktie is worn it shall be of black or white

material and shall not show when the coat is buttoned. On occasions of ceremony white gloves of cotton, wool, silk or leather shall be worn.

Section 347. Regulation Service Uniform.

The regulation service uniform of the UNITED SPANISH WAR VETERANS shall be as follows:

a. **Hat.** Regulation hat, with hat ornament and hat cord, hereinbefore prescribed.

b. **Trousers.** Of cotton khaki without welt or stripe.

c. **Leggins.** Of khaki, or of light brown canvas, of the pattern in use at the time of the War with Spain.

d. **Shirts.** Dark blue flannel shirts of the pattern in use at the time of the War with Spain. Suspenders not to be worn outside the shirt.

e. **Shoes.** Tan leather.

f. **Necktie.** Black silk flowing necktie.

g. **Trousers Belt.** Narrow woven web belt, color to be similar to that of trousers material.

Section 348. Bill of Dress for Naval Camps.

a. Any Camp which is entirely composed of Naval veterans may adopt an appropriate and distinctive uniform, subject to the approval of the Department Commander and of the Commander-in-Chief. The bill of dress so adopted shall be prescribed in and form a part of the

by-laws of such Camp, and all changes therein shall be submitted to the Department Commander and the Commander-in-Chief before taking effect. Such naval bill of dress shall take the place of the regulation uniforms herein prescribed. Naval Camps which do not adopt a distinctive uniform shall conform to the regulations as to dress prescribed for other Camps.

b. Whenever the naval jack is carried by a Camp, the bearer thereof may wear, in lieu of the regulation uniform, a suit of full mustering blue.

Section 349. Corps Badges. The badge of the army corps in which the wearer served in the War with Spain may be worn on the left breast, or, when the hat is worn, on its left side, midway between the brim and crown. Corps badges shall be of broadcloth, edged with gold embroidery, or of metal, and shall be approximately one and three-eighths of an inch maximum diameter.

Section 350. Service Badges. Officers and comrades may wear upon the outer side of the left sleeve, midway between the seams, and one inch above the lower line of stitching, a badge embroidered in gold bullion, to indicate the arm or branch of the service and the organization thereof in which the wearer served

during the War with Spain, or the incidental campaigns from which service he derives his eligibility to membership. For Army veterans this will conform in size and design to the collar device worn by the officers of the regiment or other organization to which the wearer belonged. For Naval veterans this will consist of a foul anchor, with the name of the wearer's ship beneath, in letters three eighths of an inch in height. For veterans of the Marine Corps this will consist of the familiar device of the eagle, anchor, and globe. When the wearer has served in more than one arm, organization, or ship, he may select the badge of that which rendered the most conspicuous service.

Section 351. Badges and Decorations. a. In addition to the badges and jewels prescribed in these Rules and Regulations, officers and comrades may, if entitled thereto, wear upon the regulation uniform the Medal of Honor, campaign badges, and other decorations awarded by the government of the United States or of a foreign nation for bravery or faithful service in war; and also the distinctive badges of other societies or associations in which the officer or comrade holds membership by virtue of personal service in time of war. The foregoing decorations shall be worn on the left breast of

the coat or flannel shirt suspended from a medal bar, or separately fastened, so that the top bars or ribbons of all the medals and decorations shall be in one horizontal line from three to four inches below the top of the shoulder according to the height of the wearer; and they shall be arranged in the following order from the center of the body to the left shoulder, viz., The Medal of Honor; the official jewel or membership badge of the UNITED SPANISH WAR VETERANS; other badges and decorations at the option of the wearer.

b. Every officer and comrade, when in regulation uniform, shall wear the official jewel or membership badge prescribed for his rank in this organization.

c. Occasional badges for delegates, guests, or other participants at conventions, reunions, meetings, dedications, or other distinguished events, which are provided by the authority of the National Encampment, Department Encampment, Council, Camp, or by governmental or other authority in charge of such event, may be worn upon the right breast of the regulation coat or flannel shirt during the occasion for which such badge is issued, after which they shall not be worn. The wearing upon the regulation uniforms at any time of unauthorized souvenir badges is prohibited as detracting from the dignity of the same.

Section 352. Conformity Required. All officers and comrades shall conform strictly to the bill of dress as prescribed in these Rules and Regulations, and shall not vary the same by the omission of details required, nor by the addition of ornaments and embellishments not specified therein; provided, however, that the by-laws of a Department may authorize the wearing of side-arms by certain specified officers of the Department and Camps thereof, within the limits of the Department, except at a convention of the National Encampment held within the Department; and provided, further that the wearing of side-arms by certain specified officers of an unattached Camp may be authorized by majority vote of the Camp, subject to the approval of the Commander-in-Chief, but no officer of an unattached Camp shall wear side-arms except in the locality where the Camp is situated. The wearing of shoulder-straps, or other unauthorized indications of rank is especially condemned and prohibited.

Section 353. Armed Color Guards. When not contrary to the laws of the land, Camps may parade armed color guards, consisting of a number of comrades not exceeding the number permitted by such laws, and in no event more than twelve, armed with rifles, upon

occasions of public parades; and may also parade firing parties at funerals of deceased comrades, within the above limits as to numbers, armed with rifles, for the purpose of acting as escort to the remains, and to fire the volleys prescribed by the customs of the service at the grave.

Article III.

FLAGS AND COLORS.

Section 354. Flags. In all cases where National Headquarters, Department Headquarters, or Camps control the premises which they occupy, so that a flagstaff can be maintained, the national flag of the United States of America should be displayed daily, or as often as practicable, with as close a conformity to the army regulations governing the display of flags at forts or posts as the circumstances will permit.

Section 355. Colors of the National Organization. The National organization shall have two colors, as follows, which shall be displayed at all conventions of the National Encampment, and carried in such parades and displayed on such other occasions as the Commander-in-Chief may direct:—

a. The first, or *National Color*, shall be the

flag of the United States of America, of silk, the dimensions and trimmings of which, with dimensions and style of pike and of streamers and inscriptions thereon, to be as prescribed by authority of the National Encampment.

b. The second, or *Organization Color*, shall be of buff silk, of the same dimensions as the National color, designed, trimmed, and inscribed as prescribed by authority of the National Encampment.

Section 356. Colors of Departments. Each Department shall have two colors, as follows, which shall be displayed at all conventions of the Department Encampment and carried in such parades and displayed on such other occasions as the Department Commander may direct.

a. The first, or *National Color*, shall be the same as prescribed for the National organization except as to pike-head, trimmings, and inscriptions on streamers, which shall be as prescribed by authority of the National Encampment.

b. The second, or *Department Color*, shall be of cherry red silk, shade to be in accordance with sample at National Headquarters, of the same dimensions as the National color. The design and trimmings of such color, with the devices and inscriptions thereon, shall be as

prescribed by authority of the National Encampment. Complete specifications of Department colors may be obtained upon application to the Adjutant General.

Section 357. Colors of Camps. Each Camp shall have two colors, as follows, which shall be displayed at all meetings, and carried in all parades in which the Camp participates:—

a. The first, or *National Color*, shall be the same as prescribed for a Department except that the cord and tassels shall be composed of light blue and white silk strands. The yellow streamer shall bear, in red letters and figures, the legend —**Camp, No.** — and the red streamer, in yellow letters, the legend **Department of —, U.S.W.V.**, except in the case of unattached Camps, when the red streamer shall bear the legend, in yellow letters **United Spanish War Veterans**.

b. The second, or *Camp Color*, shall be of light-blue silk, shade to be in accordance with sample at National Headquarters, of the same dimensions as the National color. In the center of the obverse side the same device as prescribed for the obverse of the second color of the National organization shall appear, with the legends —**Camp No.** —, **Instituted** in two lines above, and the legends. **Department of —, United Spanish War Veterans**,

in two lines below the device. In the case of unattached Camps the legend **Department of** — shall be omitted, and the legend **Instituted** — shall appear in a second line below the device. In the center of the reverse side there shall be a device of corresponding size, being, in the case of Camps attached to a Department, the same as prescribed for the reverse of the Department color of their respective Departments, and, in the case of unattached Camps, the seal of a city, town, or county, or any other appropriate design denoting the locality or domicile of the Camp which may be approved by the Commander-in-Chief. Above and below this device there shall be the same legend as on the obverse side. The devices and legends may be painted in gold and colors, or embroidered in colored silk. The fringe, pike, pike-head, cord, and tassels shall be the same as prescribed for the second color of a Department. No streamers shall be attached to the Camp color.

Section 358. Naval Jack. Naval Camps, and Camps in which a large number of Naval veterans hold membership, may carry the *Naval Jack*, of dark-blue silk or fine quality bunting, trimmed with knotted fringe of white silk, and bearing forty-six white silk stars of appropriate size on both sides, an additional star to be

added for each new state on the fourth day of July next succeeding its admission into the Union. The pike, pike-head, cord, and tassels shall be the same as are prescribed for the National color of a Camp.

Section 359. Camp Guidons. Each Camp shall have two guidons of silk, each to be twenty-four inches fly and eighteen inches on the pike, having two horizontal stripes, each one half the width of the flag, the upper carmine red, and the lower chrome yellow. On the upper stripe, on both sides, shall appear the name and number of the Camp, and on the lower stripe, on both sides, an inscription denoting its permanent location. The names, numbers, and inscriptions shall be painted in gold and colors, or may be embroidered in colored silk, those on the red stripe being in gold or yellow, and those on the yellow stripe in red, appropriately shaded. The flag shall be trimmed with knotted silk fringe, yellow in color on the red stripe, and red in color on the yellow stripe. The pike shall be seven feet in length, including ferrule and spear-head, and seven eighths of an inch in diameter.

Section 360. Service Flag. The National organization, a Department, or a Camp, may provide for use in parades and for display at conventions and meetings, respectively, a Ser-

vice Flag commemorative of the participation by members of the organization as a whole, or members of the Department, or of the Camp, in any war engaged in by the United States of America subsequent to July 4th, 1902.

Section 361. General Regulations. No flag, ensign, pennon, streamer, or other banner of any kind other than the flags, colors, and guidons prescribed by these Rules and Regulations shall be carried by any of the component subdivisions of this organization; provided, however, that all colors and guidons in use on or before September 1, 1910, although not of regulation pattern, may be used and carried so long as they last, and upon being discarded they shall be replaced by the regulation equipment; provided, further, that groups of veterans parading in vehicles, mounted, or on foot, with this organization, and representing notable events or organizations connected with the War with Spain, the Philippine Insurrection, or the China Relief Expedition, may be designated by appropriate flags, banners, or other markers; and provided, further, that the Commander-in-Chief, at parades connected with conventions of the National Encampment, and Department Commanders, at parades taking place under the auspices of their respective Department Encampments, may authorize

Camps to carry any trophy or similar device, or any emblem of the locality from which the Camp comes; but such authorization shall not be given to any advertisement or to anything of an undignified or burlesque character.

Article IV.

SEALS.

Section 362. National Department and Camp. The seals of the National Organization, Departments and Camps shall be as prescribed by authority of the National Encampment; provided, however, that the lettering and general style of such seals shall be such as the Commander-in-Chief shall approve.

Section 363. Seals How Affixed. Seals shall be impressed upon all official papers and certificates, to give them authenticity. On all charters, commissions, and formal documents a double wafer shall be attached to the paper to be sealed, and the impression made in the center thereof. The upper wafer shall be of gold; the under wafer, yellow for the National Encampment, red for Departments and blue for Camps. When the double wafer is used, ribbons of the official color of the organization, namely, carmine red and chrome yellow, may be attached in connection therewith.

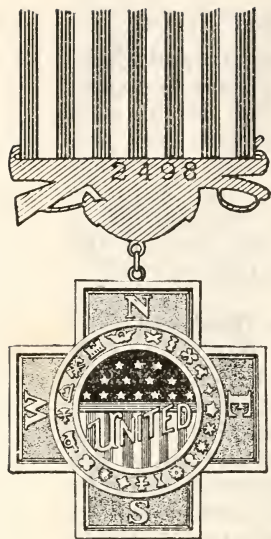
Article V.

CHARTERS AND COMMISSIONS.

Section 364. Form of Charters and Commissions. Charters issued to Camps and commissions issued to officers shall be in such form as the National Encampment shall prescribe, and shall be subscribed by the Commander-in-Chief, and attested by the Adjutant General in office at the time the charter or commission is issued, with the seal of the National Encampment affixed thereto.

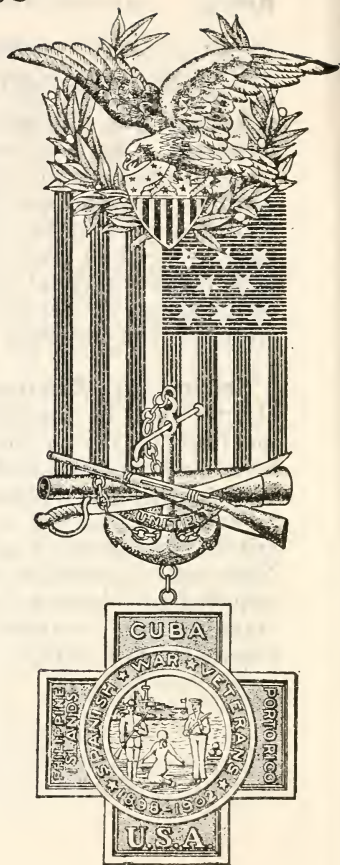
Section 365. Charters to be Displayed. The charter shall be conspicuously displayed at all meetings of the organization to which it has been issued, and shall be exhibited to any visitor who may request to examine the same as evidence that the organization is duly constituted and existing under the authority of the National organization, and no visitor shall be required to submit to an examination as to his standing as a comrade until such request has been complied with.

Plate



Reverse

MEMBERSHIP
BADGE



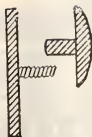
Plate



Obverse



Solid Back



Threaded
Post Back.



Swivel pin
back

LAPEL BUTTON



Obverse



Reverse

MINIATURE BADGE



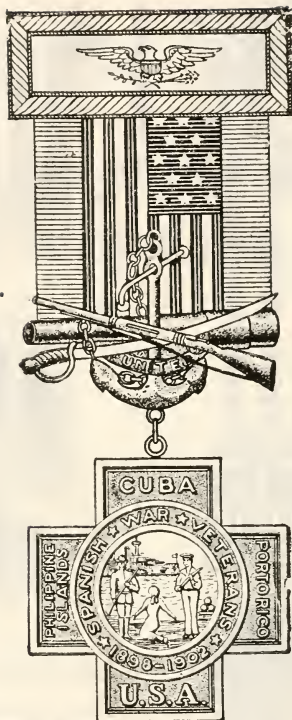
Member



Officer

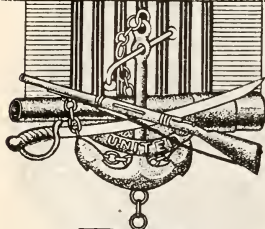
SECTION of RIBBON
for use on Dress Coat
and Service Uniform
in Army and National
Guard

Plate



EXAMPLE of OFFICER'S BADGE
Showing manner of wearing official pin-bar

Plate



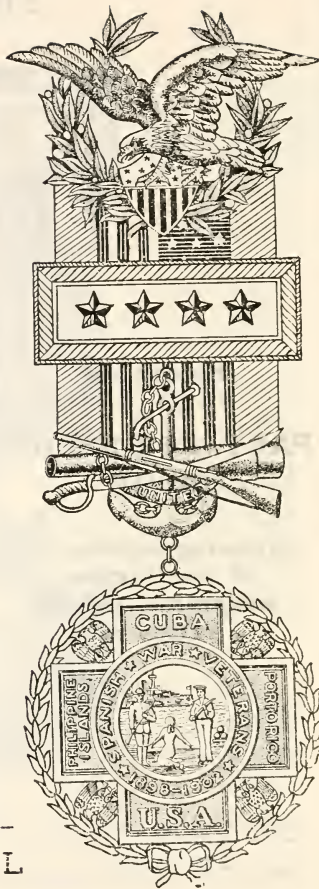
Example
of a
**PAST OFFICER'S
BADGE**

Showing manner
of wearing the
insignia of highest
office held

Plate

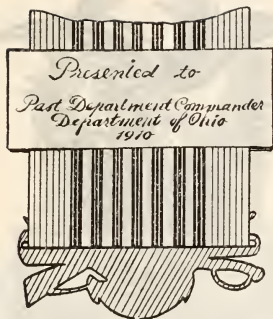


Reverse

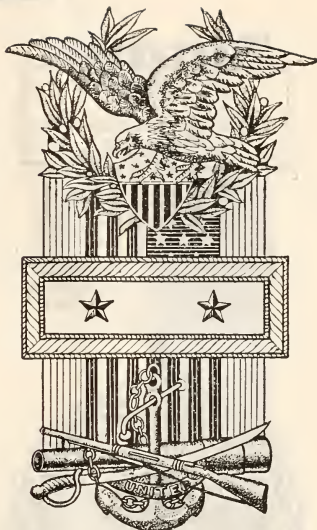


PAST COMMANDER-
IN-CHIEF'S JEWEL

Plate

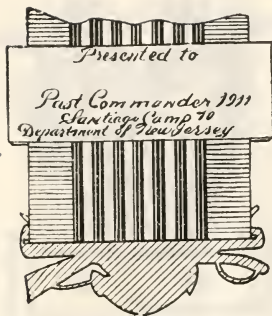


Reverse



PAST DEPARTMENT
COMMANDER'S JEWEL

Plate 1319



Reverse



PAST COMMANDER'S
JEWEL

Plate



GRAVE MARKER
1/4 Actual size



WATCH FOB
1/2 Actual Size

Plate



Artillery Corps



Cavalry Corps



1st Corps



2^d Corps



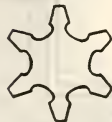
3rd Corps



4th Corps



5th Corps



6th Corps



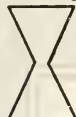
7th Corps



8th Corps



9th Corps



10th Corps



11th Corps



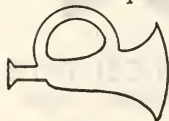
12th Corps



13th Corps



14th Corps



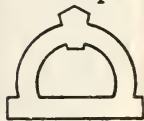
15th Corps



16th Corps



17th Corps



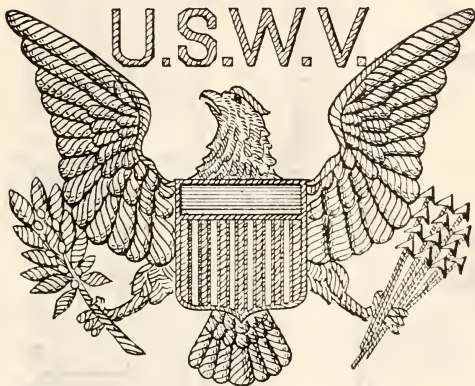
18th Corps

CORPS BADGES of the WAR with SPAIN.

Plate

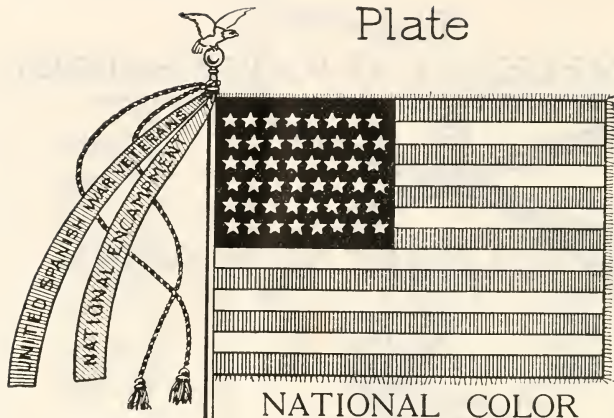


HAT ORNAMENT



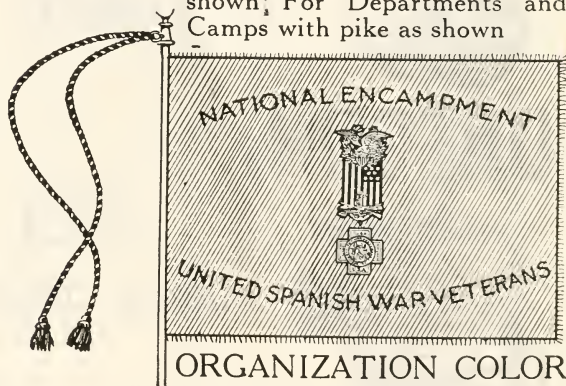
CAP ORNAMENT,

Plate



NATIONAL COLOR

For National Organization as shown; For Departments and Camps with pike as shown

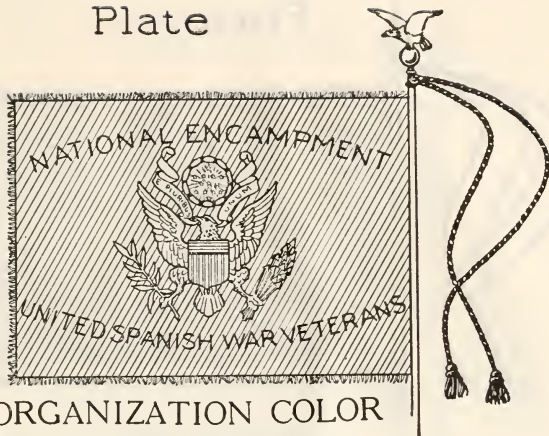


ORGANIZATION COLOR

National Organization
Obverse

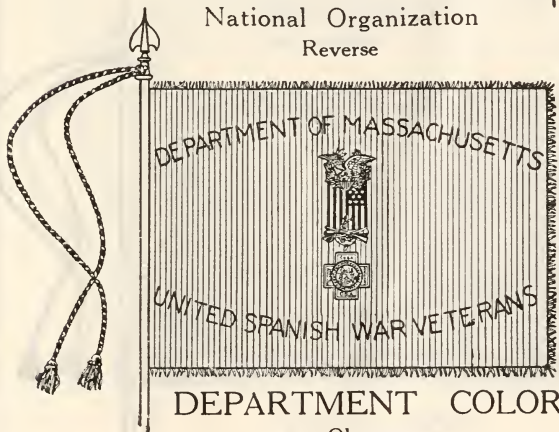
Plate

In the three cuts showing National Organization Colors the legends on both flag and streamer should be changed from "National Encampment" to "National Organization."



ORGANIZATION COLOR

National Organization
Reverse



DEPARTMENT COLOR

Obverse

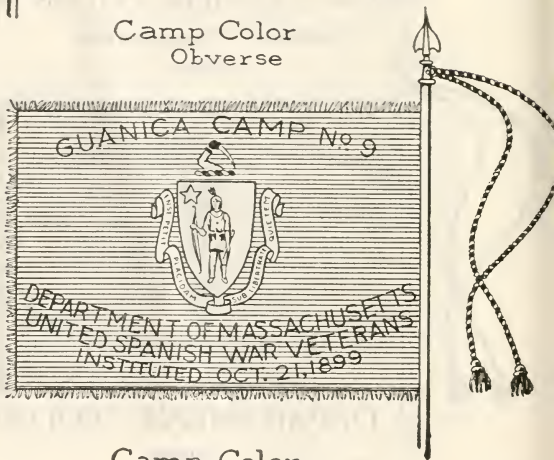
Plate



Note: The legend "Instituted" is to be above cut of badge and underneath name and number of Camp.

Camp Color
Obverse

Note: The legend "Instituted" is to be above cut of badge and underneath name and number of Camp.



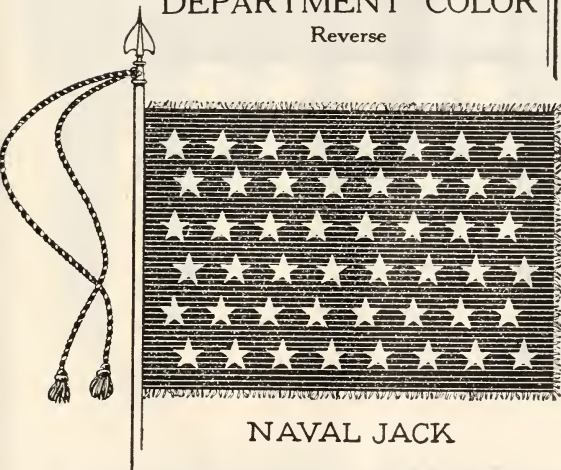
Camp Color
Reverse

Plate



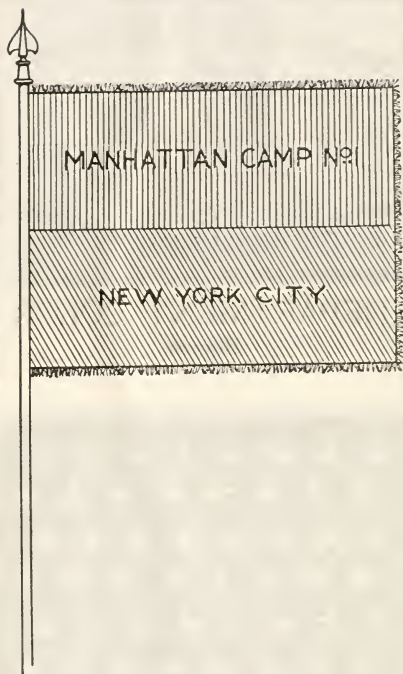
DEPARTMENT COLOR

Reverse



NAVAL JACK

Plate



CAMP GUIDONS

Plate



EXAMPLES of REGULATION UNIFORMS

AMENDMENTS

AMENDMENTS

AMENDMENTS

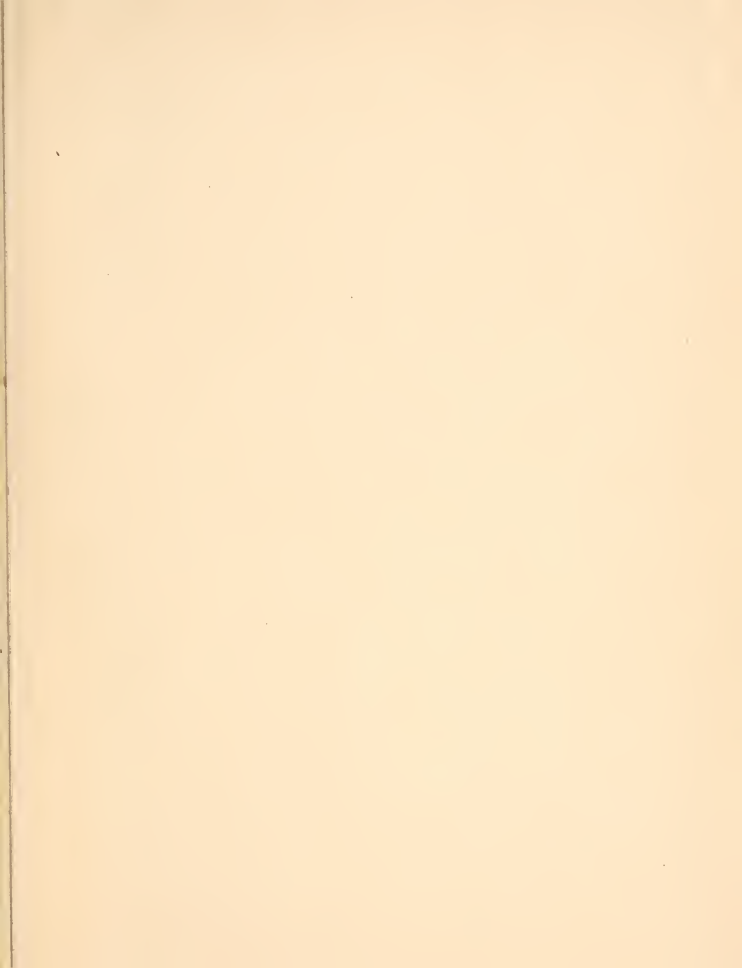
AMENDMENTS

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